

**CITY OF MONTE SERENO**

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**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2009**

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CITY OF MONTE SERENO

FINANCIAL STATEMENTS

JUNE 30, 2009

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VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

## INDEPENDENT AUDITORS' REPORT

To the City Manager and  
Members of the City Council  
City of Monte Sereno, California

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Monte Sereno, California, as of and for the year ended June 30, 2009, which collectively comprise the City of Monte Sereno's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City of Monte Sereno's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standard* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Monte Sereno as of June 30, 2009, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated January 19, 2010, on our consideration of the City of Monte Sereno internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering results of our audit.

The accompanying Required Supplementary Information, such as management's discussion and analysis and budgetary comparison information as listed in the table of contents, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the Required Supplementary Information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The non-major governmental fund's balance sheet and statement of revenues, expenditures, and changes in fund balance, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements, and have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Varrinek, Trine, Day & Co., L.L.P.

Pleasanton, California  
January 19, 2010

# CITY OF MONTE SERENO

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2009

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The following provides a narrative overview and analysis of the fiscal operations during the fiscal year ended June 30, 2009 for the City of Monte Sereno. The Management Discussion and Analysis is to be read in conjunction with the Basic Financial Statements.

### FISCAL YEAR 2008-2009 FINANCIAL HIGHLIGHTS

- The City's total net assets were \$6,831,808.
- Total City revenues were \$2,688,204, while total expenses were \$2,665,928.
- The City's Unrestricted Net Assets are \$6,247,495 equal to about two (2) years of operating expenses.

### OVERVIEW OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT

This Annual Financial Report is in four parts:

1. Management's Discussion and Analysis.
2. The Basic Financial Statements, which include the government-wide and fund financial statements, along with the notes to the financial statements.
3. Required supplementary information.
4. Combining statements for non-major governmental funds.

### The Basic Financial Statements

The Basic Financial Statements are comprised of City-Wide Financial Statements and Fund Financial Statements. These two sets of financial statements provide the reader two different viewpoints of the City's financial activities and financial position.

The Government-Wide Financial Statements provide a long-term view of the City's activities as a whole and comprise the Statement of Net Assets and Statement of Activities. The Statement of Net Assets provides information about the financial position of the City as a whole, including all of its capital assets and long-term liabilities on a full accrual basis, similar to the "basis" used by corporations. The Statement of Activities provides information about the City's revenues and expenses, also on a full accrual basis, with the emphasis on measuring net revenues and/or expenses for each of the City's activities. The Statement of Activities explains in detail the change in Net Assets for the fiscal year.

All of the City's activities are required to be grouped into government activities and business-type activities. The entire amount in the Statement of Net Assets and Statement of Activities is also required to be separated into governmental activities or business-type activities in order to provide a summary of these two activities as a whole. In the case of Monte Sereno, there are no business-type activities as of June 30, 2009.

# CITY OF MONTE SERENO

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2009

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The Fund Financial Statements report the City's operations in more detail than the government-wide statements and focus primarily on the short-term activities of the City's general fund and other major funds. The Fund Financial Statements measure only current revenues and expenditures and fund balance; they exclude capital assets, long-term debt, and other long-term amounts from the balance sheets. Major funds account for the major financial activities of the City and are presented individually, while the activities of non-major funds are presented in summary, with subordinate schedules presenting the detail for each of these funds. Major funds are explained later in Management Discussion and Analysis.

### *The Government-Wide Financial Statements*

The Statement of Net Assets and the Statement of Activities present information about the following:

**Governmental activities** – All of the City's basic services are considered to be governmental activities, including general government, community development, public safety, transportation, and cultural and leisure. These services are supported by general City revenues such as taxes, and by specific program revenues such as developer fees.

**Business-type activities** – Enterprise activities are reported here; they would include activities such as water, sewer, and utilities. Unlike governmental services, these services are supported by charges paid by users based on the amount of services used. The City of Monte Sereno does not have any business-type activities at this time.

Government-wide financial statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the City as a whole.

### *Fund Financial Statements*

Fund financial statements provide detailed information about each of the City's most significant funds, called major funds. The concept of major funds, and the determination of which are major funds, is established by Governmental Accounting Standards Board (GASB) Statement No. 34. Each major fund is presented individually, with all non-major funds summarized and presented only in a single column. Subordinate schedules present the detail of these non-major funds. Major funds present the major activities of the City for the fiscal year, and may change from year to year as a result of changes in the pattern of the City's activities.

Governmental fund financial statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the governmental fund financial statements balance sheets. Unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, and on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

# CITY OF MONTE SERENO

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2009

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Internal Service Funds – The City has no internal service funds at June 30, 2009.

Enterprise Funds – The City has no enterprise funds at June 30, 2009.

Proprietary Funds – The City has no proprietary funds at June 30, 2009.

Fiduciary Funds – These funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The City maintains one such fund:

- Surety Trust Fund – Acts as a trustee for funds deposited by homeowners to assure any repairs and improvements needed to City streets as a result of construction.

### Notes to the Financial Statement:

Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes can be found immediately following the fund financial statements.

### Required Supplementary Information

The Required Supplementary Information follows the basic financial statements and includes a budgetary comparison schedule that includes reconciliation between the statutory fund balance for budgetary purposes and the fund balance for the General Fund as presented in the governmental fund financial statements, where applicable.

### Combining and Individual Fund Statements and Schedules

Combining and individual fund statements and schedules provide information for non-major governmental funds.

### Government-Wide Analysis

Net assets may serve over time as a useful indicator of a government's financial position. The City's largest assets include investments and capital assets.

\$412,717 or 6% of the City's net assets are capital assets (e.g., land, buildings, general government infrastructure, equipment, etc.).

\$6,247,495 or 91% of the City's net assets are unrestricted and may be used to fulfill ongoing obligations to the City residents and creditors.

\$171,596 or 2.5% of the City's net assets are subject to external restriction on how they may be used. These restricted assets are used for highway and street repair.

**CITY OF MONTE SERENO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2009**

**Statement of Net Assets  
Table 1**

	Governmental Activities	
	2009	2008
<b>ASSETS</b>		
Cash and investments	\$ 6,448,503	\$ 6,429,727
Receivables:		
Interest	20,945	44,940
Other	26,134	45,986
Capital assets, net of accumulated depreciation	412,717	424,889
<b>Total Assets</b>	<b>6,908,299</b>	<b>6,945,542</b>
<b>LIABILITIES</b>		
Accounts payable	32,223	96,527
Compensated absences payable	44,268	39,483
<b>Total Liabilities</b>	<b>76,491</b>	<b>136,010</b>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	412,717	424,889
Restricted for:		
Highways and streets	171,596	411,702
Public safety	-	493
Unrestricted	6,247,495	5,972,448
<b>Total Net Assets</b>	<b>\$ 6,831,808</b>	<b>\$ 6,809,532</b>

**CITY OF MONTE SERENO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2009**

**Statement of Activities and Changes in Net Assets  
Table 2**

	Governmental Activities	
	2009	2008
<b>REVENUES</b>		
Program revenues:		
Charge of services	\$ 814,067	\$ 778,159
Operating contributions and grants	61,303	72,960
General revenues:		
Property taxes	1,118,391	1,062,032
Other taxes	291,166	321,208
Other	403,277	840,569
<b>Total revenues</b>	<b>2,688,204</b>	<b>3,074,928</b>
Expenses:		
General government	1,810,790	1,795,900
Public safety	512,405	481,584
Public works	308,720	457,247
Community development	25,342	18,580
Facilities	8,671	8,628
<b>Total expenses</b>	<b>2,665,928</b>	<b>2,761,939</b>
<b>Increase in net assets</b>	<b>22,276</b>	<b>312,989</b>
<b>Net assets beginning of year</b>	<b>6,809,532</b>	<b>6,496,543</b>
<b>Net assets end of year</b>	<b>\$ 6,831,808</b>	<b>\$ 6,809,532</b>

# CITY OF MONTE SERENO

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2009

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### Major Funds

#### General Fund

General Fund Revenues - General governmental revenues for the year ended June 30, 2009, decreased by \$1,937 or 0.08% over the prior fiscal year.

- Property taxes increased 5% over the prior fiscal year.
- Franchise fees increased 6.9% over the prior fiscal year.
- Licenses and permits increased 6% over prior fiscal year.

General Fund Expenditures – General governmental expenditures for the year ended June 30, 2009 stayed about the same compared to the prior fiscal year.

For a year-to-year comparison of general fund expenditures, please see the annual budget document.

#### Law Enforcement Fund

Law Enforcement Fund Revenues - Law Enforcement Fund revenues for the year ended June 30, 2009, stayed virtually the same as the prior year.

Law Enforcement Fund Expenditures - Law Enforcement Fund expenditures for the year ended June 30, 2009, increased by 8%.

#### Traffic Safety Fund

Traffic Safety Fund Revenues – Traffic Safety Fund revenues for the year ended June 30, 2009 decreased by 93% compared to the prior fiscal year.

Traffic Safety Fund Expenditures – Traffic Safety Fund Expenditures for the year ended June 30, 2009 decreased by 30%.

#### Gas Tax Fund

Gas Tax Fund Revenue – Gas Tax Fund revenues for the year ended June 30, 2009 decreased by 19% compared to the prior fiscal year.

Gas Tax Expenditures – Gas Tax expenditures for the year ended June 30, 2009 decreased by 33% compared to prior fiscal year.

# CITY OF MONTE SERENO

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2009

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### **General Fund Budgetary Highlights**

A comparison of the final budget to actual revenues and expenditures for the General Fund is presented in the required supplementary information section of this report.

Actual revenues were higher than the budgeted amounts by \$199,512. The single largest variance was in the area of property taxes that accounted for a \$134,357 excess over the estimate. This is attributable to the City receiving the full amount of the property tax in exchange for the VLF backfill and the passage of Assembly Bill 117, which restored the Tax Equity Allocation (TEA) to the full share. Previously it was distributed to the City at only 55%. Interest earnings revenues on the City's money market and reserve fund accounts fell short of budgeted amounts, this decrease is attributed entirely on the falling interest rates for FY 2008-09.

Total Administration General Government expense accounts exceeded budgeted amounts, due primarily to unanticipated additional contract services required for the City's General Plan project and Engineering services.

### ***Capital Assets***

The City's investment in capital assets, net of accumulated depreciation, as of June 30, 2009, amounts to \$412,717. This figure does not include City infrastructure such as roads and bridges. These figures will be added to next fiscal year's (2009/2010) analyses for comparison purposes. There were no significant additions to capital assets in the current fiscal year.

Additional information on capital assets can be found in footnote #5 to these financial statements.

### ***Long - Term Liabilities***

The City's long-term debt liabilities consist solely of compensated absences in the amount of \$44,268.

### ***Economic Factors***

Over the last several months the economic market has taken a dramatic downturn. City staff continues to be cautious of the difficult times ahead. As a result of this, building and interest revenues are expected to decline in the upcoming fiscal year.

Economic factors have also dramatically affected the State's budget and recovery is predicted to take several years. The State continues to aggressively seize or suspend cities' revenues. Therefore, cities may have to absorb State budget cuts in the upcoming years. However, Proposition 1A requires the State to "pay back with interest" any amount borrowed from cities within 3 years and limits the State from enacting such a suspension not more than twice in any 10-year period and may only do so if any previous borrowing under this provision has been repaid.

# **CITY OF MONTE SERENO**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2009**

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Major initiatives for the fiscal year 2009-2010 must take into consideration the impact of those events highlighted above. The initiatives include:

- Maintain preparedness for economic downturns and sustain City operations by closely monitoring current revenues and expenditures.
- Continue to maintain General Fund balance in the amount of at least \$5.9 million.
- Preserve the commitment of capital improvements reserves for projects related to public safety, infrastructure, and facilities.
- Prioritize City services that can be rendered within the parameters of the current revenue climate.
- Continue to pursue full cost recovery for services provided.

### **REQUEST FOR FINANCIAL INFORMATION**

This financial report is designed to provide a general overview of the City of Monte Sereno's finances for all of Monte Sereno's residents, taxpayers, and customers. This financial report seeks to demonstrate the City's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the City of Monte Sereno, 18041 Saratoga-Los Gatos Road, Monte Sereno, California 95030.

***BASIC FINANCIAL STATEMENTS***

***GOVERNMENT-WIDE FINANCIAL STATEMENTS***

**CITY OF MONTE SERENO**

**STATEMENT OF NET ASSETS**

**JUNE 30, 2009**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments	\$ 6,448,503
Receivables:	
Interest	20,945
Other	26,134
Capital assets, net of accumulated depreciation	412,717
Total Assets	<u>6,908,299</u>
<b>LIABILITIES</b>	
Accounts payable	32,223
Compensated absences payable (long term)	44,268
Total Liabilities	<u>76,491</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	412,717
Restricted for:	
Highways and streets	171,596
Unrestricted	6,247,495
Total Net Assets	<u>\$ 6,831,808</u>

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

**CITY OF MONTE SERENO**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2009**

	Expenses	Program Revenues		Net Revenue (Expense) and Change in Net Assets	
		Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants	Total Governmental Activities
Governmental Activities:					
General government	\$ 1,810,790	\$ 90,426	\$ -	\$ -	\$ (1,720,364)
Public safety	512,405	185,788	-	-	(326,617)
Public works	308,720	-	61,303	-	(247,417)
Community development	25,342	537,853	-	-	512,511
Facilities	8,671	-	-	-	(8,671)
<b>Total Primary Government</b>	<b>\$ 2,665,928</b>	<b>\$ 814,067</b>	<b>\$ 61,303</b>	<b>\$ -</b>	<b>(1,790,558)</b>
General Revenues:					
Taxes:					
					1,118,391
					9,144
					232,611
					39,125
					10,286
					126,049
					277,228
					<u>1,812,834</u>
					22,276
					<u>6,809,532</u>
					<u>\$ 6,831,808</u>

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

***FUND FINANCIAL STATEMENTS***

**CITY OF MONTE SERENO**

**GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2009**

	General	Law Enforcement Fund	Traffic Safety Fund	Gas Tax Fund	Non-Major Governmental Funds	Totals
<b>ASSETS</b>						
Cash and investments	\$ 6,133,691	\$ -	\$ 24,220	\$ 171,596	\$ 118,996	\$ 6,448,503
Receivables:						
Interest	20,945	-	-	-	-	20,945
Other	17,036	-	-	-	9,098	26,134
<b>Total Assets</b>	<b>\$ 6,171,672</b>	<b>\$ -</b>	<b>\$ 24,220</b>	<b>\$ 171,596</b>	<b>\$ 128,094</b>	<b>\$ 6,495,582</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts payable	\$ 32,223	\$ -	\$ -	\$ -	\$ -	\$ 32,223
<b>FUND BALANCES</b>						
Reserved	-	-	-	171,596	-	171,596
Unreserved/undesignated	6,139,449	-	24,220	-	128,094	6,291,763
<b>Total Fund Balances</b>	<b>6,139,449</b>	<b>-</b>	<b>24,220</b>	<b>171,596</b>	<b>128,094</b>	<b>6,463,359</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 6,171,672</b>	<b>\$ -</b>	<b>\$ 24,220</b>	<b>\$ 171,596</b>	<b>\$ 128,094</b>	<b>\$ 6,495,582</b>

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

**CITY OF MONTE SERENO**

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS  
JUNE 30, 2009**

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Fund Balances of Governmental Funds	\$ 6,463,359
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets of governmental activities are not financial resources and therefore are not reported in the governmental funds	412,717
Compensated absences are not due and payable in the current period and therefore are not reported in the governmental funds	(44,268)
Net Assets of Governmental Activities	<u>\$ 6,831,808</u>

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

# CITY OF MONTE SERENO

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE YEAR ENDED JUNE 30, 2009

	General	Law Enforcement Fund	Traffic Safety Fund	Gas Tax Fund	Non-Major Governmental Funds	Total
<b>REVENUES</b>						
Property and special assessment taxes	\$ 1,115,357	\$ 181,319	\$ -	\$ -	\$ 3,034	\$ 1,299,710
Sales tax	9,144	-	-	-	-	9,144
Gas tax	-	-	-	57,163	-	57,163
Franchise fee	196,611	-	-	-	36,000	232,611
Real property transfer tax	39,125	-	-	-	-	39,125
Licenses and permits	627,684	-	-	-	-	627,684
Fines and penalties	-	-	4,469	-	-	4,469
Investment earnings	122,452	-	-	3,597	-	126,049
Other agencies	33,741	-	-	-	-	33,741
Current service charges	595	-	-	-	4,140	4,735
Other revenue	201,807	-	23,070	6,043	22,853	253,773
<b>Total Revenues</b>	<b>2,346,516</b>	<b>181,319</b>	<b>27,539</b>	<b>66,803</b>	<b>66,027</b>	<b>2,688,204</b>
<b>EXPENDITURES</b>						
Current:						
General government	1,765,067	-	-	1,614	27,152	1,793,833
Public safety	44,425	450,147	17,833	-	-	512,405
Public works	-	-	-	305,295	3,425	308,720
Community development	25,342	-	-	-	-	25,342
Capital outlay	-	-	-	-	8,671	8,671
<b>Total Expenditures</b>	<b>1,834,834</b>	<b>450,147</b>	<b>17,833</b>	<b>306,909</b>	<b>39,248</b>	<b>2,648,971</b>
Excess (Deficiency) of Revenues Over Expenditures	511,682	(268,828)	9,706	(240,106)	26,779	39,233
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in	-	268,335	-	-	-	268,335
Transfers out	(268,335)	-	-	-	-	(268,335)
<b>Total Other Financing Sources (Uses)</b>	<b>(268,335)</b>	<b>268,335</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balances</b>	<b>243,347</b>	<b>(493)</b>	<b>9,706</b>	<b>(240,106)</b>	<b>26,779</b>	<b>39,233</b>
Fund Balances, Beginning of Year	5,896,102	493	14,514	411,702	101,315	6,424,126
<b>Fund Balances, End of Year</b>	<b>\$ 6,139,449</b>	<b>\$ -</b>	<b>\$ 24,220</b>	<b>\$ 171,596</b>	<b>\$ 128,094</b>	<b>\$ 6,463,359</b>

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

**CITY OF MONTE SERENO**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2009**

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Net Change in Fund Balances - Total Governmental Funds \$ 39,233

Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances because:

Governmental funds report capital outlays as expenditures, but in the Statement of Activities the cost of those assets is allocated over their estimated useful lives as depreciation expense or is allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:

Cost of assets capitalized	2,554
Depreciation expense	(14,726)

Compensated absences expense reported in the Statement of Activities does not require the use of current financial resources and therefore is not reported as an expenditure in governmental funds.

(4,785)

Change in Net Assets of Governmental Activities

\$ 22,276

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

**CITY OF MONTE SERENO**

**STATEMENT OF NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2009**

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	Performance Surety Fund
<b>ASSETS</b>	
Restricted cash and investments	<u>\$          27,116</u>
<b>LIABILITIES</b>	
Deposits held for others	<u>                  27,116</u>
<b>TOTAL NET ASSETS</b>	<u><u>\$                  -</u></u>

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

***NOTES TO THE FINANCIAL STATEMENTS***

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2009

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### *NOTE 1 – GENERAL*

The City of Monte Sereno (the City) was incorporated in 1957, under the provisions of the State of California. The City operates under a Council-Manager form of government and provides the following services: streets, sanitation, public improvement, planning and zoning, and general administration.

### *NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES*

The accounting policies of the City conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles.

#### **A. Reporting Entity**

A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the City consists of all funds, departments, boards, and agencies that are not legally separate from the City.

#### **B. Basis of Accounting/Measurement Focus**

##### **Government-Wide Financial Statements**

The City's Government-Wide Financial Statements include a Statement of Net Assets and a Statement of Activities (including changes in net assets). These statements present summaries of Governmental Activities for the City. Fiduciary-type activities of the City are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets and liabilities, including capital assets, as well as long-term debt, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The types of program revenues for the City are reported in three categories: 1) charges for services, 2) operating contributions and grants, and 3) capital contributions and grants. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Contributions and grants include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenue are reported as general revenues.

Certain eliminations have been made as prescribed by GASB Statement No. 34 in regards to interfund activities, payables, and receivables. Internal balances in the Government-Wide Financial Statements have been eliminated.

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2009

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### *NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)*

#### **Fund Financial Statements**

In order to ensure the proper identification of individual revenue sources and expenditures made from those revenues, the accounts of the City are organized on the basis of individual funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. The City's resources are accounted for in these individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled.

#### Governmental Funds

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balances for all major governmental funds and aggregated non-major funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances as presented in these statements to the net assets presented in the Government-Wide Financial Statements. The City has presented all major funds that meet the qualifications of GASB Statement No. 34.

All governmental funds are accounted for on a "spending" or financial flow measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are generally included on the balance sheets. The reported fund balance is the net current assets, which is considered only to be a measure of available spendable resources. Governmental fund operating statements present a summary of sources and uses of available spendable resources during a period by presenting increases and decreases in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. Those revenues susceptible to accrual are property taxes, sales taxes, transient occupancy taxes, utility user taxes, property transfer taxes, interest revenues, and charges for services. Fines, licenses, use of property, and permit revenues are not susceptible to accrual because they generally are not measurable until received in cash.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term obligations which is recognized when due. Because of their current financial resources focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund expenditures or fund liabilities.

The City reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the City except those required to be accounted for in another fund.

The Law Enforcement Fund accounts for all financial activity related to the City's Law Enforcement Services.

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2009

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### *NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)*

Traffic Safety Fund accounts for moneys received from fines and forfeitures under the Vehicle Code of the State of California and uses the proceeds for maintenance, improvement or construction of bridges, culverts and streets.

Gas Tax Fund accounts for moneys received from the State from the gas tax and uses them for major street construction.

#### Fiduciary Funds

Fiduciary Fund Financial Statements include a Statement of Net Assets. The fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support City programs. The reporting focus is on net assets and changes in net assets and employs accounting principles similar to proprietary funds. Since these assets are being held for the benefit of a third party, these funds are not incorporated into the government-wide statements.

The City reports the following fiduciary fund:

The Performance Surety Fund.

#### **C. Budgetary Accounting**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Budget/actual comparisons in this report use the GAAP basis. Budgetary comparison schedules are presented for the General Fund, Law Enforcement Fund, Traffic Safety Fund and Gas Tax Fund. The budgetary comparison schedules present both the original adopted budget and the final budget with all amendments.

#### **D. Capital Assets**

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	50 Years
Vehicles	4-20 Years
Furniture, fixtures, and equipment	5-25 Years

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2009

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### NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### E. Interfund Transactions

With Council approval, resources may be transferred from one City fund to another. Transfers (1) are used to move revenues from the fund that statute or budget requires collecting them to the fund that statute or budget requires to expend them, and (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

#### F. Property Taxes

The County of Santa Clara assesses all properties; and it bills, collects, and distributes property taxes and special assessments as follows:

	<u>Secured/Unsecured</u>
Valuation dates	July 1
Lien/levy dates	November 1
Due dates	50% on November 1 and February 1
Delinquent as of	December 10 and April 10

The term “unsecured” refers to taxes on personal property other than real estate, land and buildings. These taxes are secured by liens on the property being taxed. Property tax revenue is recognized in accordance with applicable GASB pronouncements, that is in the fiscal year for which the taxes have been levied, provided they become available. Available means (a) due, or (b) past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter (not to exceed 60 days) to be used to pay liabilities in the current period. The County of Santa Clara remits the entire amount of the tax levy to the City (net of County administrative fees), and handles all delinquencies, retaining any interest and penalties.

#### G. Compensated Absences

Compensated absences include vacation pay and compensated time off. The City recognizes the liability for its compensated absences at year-end.

#### H. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### I. Cash and Cash Equivalents

For the purpose of the statement of cash flows, the City considers cash and cash equivalents as short-term highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Because the only investment held by the funds is the Local Agency Investment Fund (LAIF), which meets the definition of a cash equivalent, the entire pooled balance is reported as “cash and investments.”

**CITY OF MONTE SERENO**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**J. Use of Restricted Resources**

When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, and then unrestricted resources as they are needed.

**NOTE 3 – CASH AND INVESTMENTS**

The City’s dependence on property tax receipts requires it to maintain significant cash reserves to finance operations during certain portions of the year. The City pools cash from all sources so that it can safely invest at maximum yields, while individual funds can make expenditures at any time. All investments are carried at fair value.

**Summary of Deposits and Investments**

Cash and cash equivalents as of June 30, 2009, consist of the following:

Cash on hand	\$	120
Cash with financial institutions		399,814
Investments		<u>6,075,685</u>
Total Deposits and Investments	\$	<u><u>6,475,619</u></u>

**Cash and Investments**

Cash and investments as of June 30, 2009, are classified in the accompanying financial statements as follows:

Statement of net assets:		
Cash and investments	\$	6,448,503
Fiduciary funds:		
Cash and investments		<u>27,116</u>
Total Cash and Investments	\$	<u><u>6,475,619</u></u>

**Policies and Practices**

The City is authorized under California Government Code and the City’s investment policy to make direct investments in U.S. Treasury instruments and securities of the U.S. Government, the Local Agency Investment Fund (LAIF), and federally insured deposits in commercial banks and savings and loan associations in the local area.

The City’s investments were in compliance with the above provisions as of and for the year ended June 30, 2009.

**CITY OF MONTE SERENO**

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2009**

**NOTE 3 – CASH AND INVESTMENTS (Continued)**

**General Authorizations**

The table below identifies the investment types that are authorized for the City of Monte Sereno by the California Government Code and are further limited by the City’s investment policy. Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment In One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Federally insured deposits in commercial banks and savings and loan associations in the local area.	N/A	None	None

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City manages its exposure to interest rate risk by purchasing only short-term investments as necessary to provide the cash flow and liquidity needed for operations.

As of June 30, 2009, the City had the following investments. All investments are in the State’s investment pool.

Investment Type	Fair Value	Maturity Date
State Investment Pool	\$ 6,075,685	235 days

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The state investment pool is not rated.

**Concentration of Credit Risk**

The City’s investment policy contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code.

**CITY OF MONTE SERENO**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

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**NOTE 3 – CASH AND INVESTMENTS (Continued)**

**Custodial Credit Risk - Deposits**

This is the risk that, in the event of a bank failure, the City's deposits may not be returned. The City's policy, as well as the California Government Code, requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105% of the secured deposits. As of June 30, 2009, the City's bank balance of \$432,419, with a reported balance of \$399,814, is either insured or collateralized with securities held by the pledging financial institution's trust department or agent, but not in the City's name.

**Custodial Credit Risk - Investments**

This is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. Neither the California Government Code nor the City's investment policy contains legal or policy requirements that would limit the exposure to custodial risk.

**Investment in the State Investment Pool**

The City is a voluntary participant in the LAIF that is regulated by California government code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the City's investment in the pool is reported in the accompanying financial statement at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, and is recorded on the amortized cost basis.

**NOTE 4 – INTERFUND TRANSFERS**

With Council approval, resources may be transferred from one City fund to another. Transfers (1) are used to move revenues from the fund that statute or budget requires to be collected to the fund that statute or budget requires to expend them, and (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund	\$ -	\$ 268,335
Special Revenue Funds:		
Law Enforcement	268,335	-
Total	<u>\$ 268,335</u>	<u>\$ 268,335</u>

**CITY OF MONTE SERENO**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE 5 – CAPITAL ASSETS**

In accordance with GASB Statement No. 34, the City has reported all capital assets, in the Government-Wide Statement of Net Assets. The City elected to apply infrastructure reporting on a proactive basis beginning July 1, 2003 and to use the basic approach as defined by GASB Statement No. 34 for all infrastructure reporting, whereby depreciation expense and accumulated depreciation have been recorded. The following table presents the capital assets activity for the year ended June 30, 2009.

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 119,888	\$ -	\$ -	\$ 119,888
Total Capital Assets Not Being Depreciated	<u>119,888</u>	<u>-</u>	<u>-</u>	<u>119,888</u>
Capital Assets, Being Depreciated:				
Buildings and improvements	409,663	-	-	409,663
Computer equipment	48,823	2,554	(2,853)	48,524
Office equipment	24,153	-	-	24,153
Total Capital Assets Being Depreciated	<u>482,639</u>	<u>2,554</u>	<u>(2,853)</u>	<u>482,340</u>
Less Accumulated Depreciation For:				
Buildings and improvements	133,275	8,193	-	141,468
Computer equipment	35,018	5,687	(2,853)	37,852
Office equipment	9,345	846	-	10,191
Total Accumulated Depreciation	<u>177,638</u>	<u>14,726</u>	<u>(2,853)</u>	<u>189,511</u>
Total Capital Assets, Being Depreciated, Net	<u>305,001</u>	<u>(12,172)</u>	<u>-</u>	<u>292,829</u>
Governmental Activities Capital Assets, Net	<u>\$ 424,889</u>	<u>\$ (12,172)</u>	<u>\$ -</u>	<u>\$ 412,717</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

General government	<u>\$ 14,726</u>
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# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2009

### NOTE 6 – PENSION PLAN

#### A. PERS Plan Description

*Plan Description.* The City of Monte Sereno’s defined benefit pension plan (the Miscellaneous Plan) provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Miscellaneous Plan is part of the Public Agency portion of the California Public Employees Retirement System (CalPERS), a cost sharing plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California.

A menu of benefit provisions, as well as other requirements, are established by State statutes within the Public Employees’ Retirement Law. The City of Monte Sereno selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through local ordinance or resolution. CalPERS issues a separate comprehensive annual financial report. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95811.

*Funding Policy.* Active plan members in the Miscellaneous Plan are required to contribute 7.0% of their annual covered salary that is paid by the City on the employees’ behalf. The City of Monte Sereno is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2008-2009 was 13.020% for miscellaneous employees. The contribution requirements of the plan members are established by State statute, and the employer contribution rate is established and may be amended by CalPERS.

*Annual Pension Cost.* For fiscal year 2008-2009, the City of Monte Sereno’s annual pension cost was \$131,417 and was equal to the City’s required and actual contributions. The required contribution for fiscal year 2008-2009 was determined as part of the June 30, 2006, actuarial valuation using the entry-age normal actuarial cost method with the contributions determined as a percent of pay. The actuarial assumptions included: (a) 7.75% investment rate of return (net of administrative expenses); (b) projected salary increases that vary by duration of service ranging from 3.25% to 14.45% for miscellaneous members; and (c) 3% cost-of-living adjustment. Both (a) and (b) include an inflation component of 3.0%. The actuarial value of Miscellaneous Plan’s assets was determined using a technique that smoothes the effect of short-term volatility in the market value of investments over a two-to five-year period depending on the size of investment gains and/or losses. The Miscellaneous Plan’s unfunded actuarially accrued liability (or excess assets) is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization period ends June 30, 2022 for current services.

Fiscal Year Ending	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
6/30/2007	\$ 101,634	100%	\$ -
6/30/2008	123,165	100%	-
6/30/2009	131,417	100%	-

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2009

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### ***NOTE 7 – COMMITMENTS AND CONTINGENCIES***

The City is involved as a defendant in various legal proceedings. While it is not feasible to predict or determine the outcome in these cases, it is the opinion of the City that the outcome will have no materially adverse effect on the financial position of the City.

The City may receive State and Federal funds for specific purposes that are subject to audit by the grantor agencies. Such audits could generate expenditure disallowances under the terms of the grants. It is believed that any required reimbursements would not be material.

The City participates in a Public Entity Risk Pool. See Note 9 for details.

### ***NOTE 8 - NATURE AND PURPOSE OF REPORTED RESERVES AND DESIGNATIONS***

Reserves are portions of the fund balance not appropriable for expenditures under the flow of current financial resources measurement focus or those portions of the fund balance/retained earnings legally segregated for specific future use. Designations are portions of the fund balance which have been identified by the City Council to reflect tentative plans or commitments of governmental resources.

### ***NOTE 9 – RISK MANAGEMENT***

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. The City has joined Bay Cities Joint Powers Insurance Authority (BCJPIA). BCJPIA is a public entity risk pool that is currently operating a common risk management agency with seventeen members. Annual premiums are paid by members and are adjusted retrospectively to cover costs. Excess premiums, if any, are returned to the members based on an equity allocation five years after the close of the program year. Member deductibles range from \$5,000 to \$500,000 with an Authority self-insured retention of \$1,000,000. The Authority has purchased excess insurance up to \$29,000,000 from a private company to provide coverage for losses and claims in excess of the Authority's stated limits.

Audited financial statements are available from the entity. Current condensed audited financial information was not available at the issuance of these financial statements.

### ***NOTE 10 – PARTICIPATION IN JOINT POWERS AUTHORITIES***

The City is a member of the West Valley Solid Waste Management Program (WVSWMP) for solid waste management and Silicon Valley Animal Control Authority (SVACA/JPA) for animal control services. The City pays an annual premium to each entity for the services. The relationships between the City and the JPA's are such that they are not component units of the City for financial reporting purposes. Each entity is summarized below.

#### **A. Description of WVSWMP**

This program is a joint venture with the cities of Los Gatos, Campbell, Monte Sereno, and Saratoga to provide a coordinated Live Solid Waste Management Program to their respective cities in order to meet State and Federal

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2009

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### **NOTE 10 – PARTICIPATION IN JOINT POWERS AUTHORITIES (CONTINUED)**

requirements, as well as local objectives regarding solid waste. Each city has a representative on the Rate Review Committee of the Program, which makes recommendations regarding budgets, policies, and procedures to the city managers of the member cities. The city managers have final authority regarding policies, procedures, budgets, and expenditures of the entity. Costs of the programs are allocated based on population with Monte Sereno's portion of the budget equaling 3.9 percent for the year.

#### **B. Description of SVACAJPA**

This program is a joint venture with the cities of Campbell, Santa Clara, and Monte Sereno to own, manage, operate and maintain the Animal Control Services in the area in order to provide the residents with more efficient and economical animal control services. The Authority is administered by a Board of Directors consisting of three Directors, one each appointed by the Legislative Body of the cities of Santa Clara, Campbell and Monte Sereno. Costs of the program are allocated in proportions to the population of the member agency, the amount of licensed animals owned or kept by residents of the member agency, and the total number of days that an animal from each member agency is held at the current animal shelter facility. During the current year Monte Sereno's proportional share of those costs was 1.96% and is expected to be 1.97% for the fiscal year 2009-2010.

Audited financial statements are available from these entities. Current condensed financial information was not available at the issuance of these financial statements.

### **NOTE 11 – NEW ACCOUNTING PRONOUNCEMENTS**

In July 2004, GASB issued GASB Statement No. 45, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This Statement will require local governmental employers who provide other postemployment benefits (OPEB) as part of the total compensation offered to employees to recognize the expense and related liabilities (assets) in the Government-Wide financial statements. This Statement establishes standards for the measurement, recognition and display of OPEB expense/expenditures and related liabilities (assets), note disclosures and, if applicable, required supplementary information (RSI) in the financial report of State and local governmental employers.

Current financial reporting practices for OPEB generally are based on pay-as-you-go financing approaches. They fail to measure or recognize the cost of OPEB during the periods when employees render the services or to provide relevant information about OPEB obligations and the extent to which progress is being made in funding those obligations.

This Statement generally provides for prospective implementation – meaning employers set the beginning net OPEB obligation at zero as of the initial year. The City will be required to implement the provisions of this Statement for the fiscal year ended June 30, 2010. The City is in the process of determining the impact implementation of this Statement will have on the statement of net assets and statement of activities and changes in net assets.

In November 2006, GASB issued GASB Statement No. 49, *Accounting and Financial Reporting for Pollution Remediation Obligations*, which provides guidance on how to calculate and report the costs and obligations associated with pollution cleanup efforts. The requirements of the new statement become effective for fiscal

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2009

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### *NOTE 11 – NEW ACCOUNTING PRONOUNCEMENTS (CONTINUED)*

periods beginning after December 15, 2007. The City will be required to implement the provisions of this Statement for the fiscal year ended June 30, 2009. Currently the City does not have any pollution remediation obligations; therefore the implementation of this statement did not have any effect on the statement of net assets and statement of activities and changes in net assets.

In June 2007, GASB issued GASB Statement No. 51, Accounting and Financial Reporting for Intangible Assets. This Statement requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. Accordingly, existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to these intangible assets, as applicable. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2009. The City will be required to implement the provisions of this Statement for the fiscal year ended June 30, 2010, and does not believe it will have a significant impact on the financial statements.

In November 2007, GASB issued GASB Statement No. 52, Land and Other Real Estate Held as Investments by Endowments. This Statement establishes consistent standards for the reporting of land and other real estate held as investments by essentially similar entities. It requires endowments to report their land and other real estate investments at fair value. Governments also are required to report the changes in fair value as investment income and to disclose the methods and significant assumptions employed to determine fair value, and other information that they currently present for other investments reported at fair value. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2008. The City has implemented the provisions of this statement for the fiscal year ended June 30, 2009. Currently the City does not hold any land or real estate investments by endowments, therefore this statement did not have any effect on the financial statements.

In June 2009, GASB issued GASB Statement No. 53, Accounting and Financial Reporting for Derivative Instruments. This Statement addresses the recognition, measurement, and disclosure of information regarding derivative instruments entered into by state and local governments. Derivative instruments are often complex financial arrangements used by governments to manage specific risks or to make investments. By entering into these arrangements, governments receive and make payments based on market prices without actually entering into the related financial or commodity transactions. Derivative instruments associated with changing financial and commodity prices result in changing cash flows and fair values that can be used as effective risk management or investment tools. Derivative instruments, however, also can expose governments to significant risks and liabilities. Common types of derivative instruments used by governments include interest rate and commodity swaps, interest rate locks, options (caps, floors, and collars), swaptions, forward contracts, and futures contracts. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2009. The City will be required to implement the provisions of this Statement for the fiscal year ended June 30, 2010, and does not believe it will have a significant impact on the financial statements.

In March 2009, the GASB issued GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The requirements of this Statement are effective for the financial statements for periods beginning after June 15, 2010.

# CITY OF MONTE SERENO

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2009

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### *NOTE 11 – NEW ACCOUNTING PRONOUNCEMENTS (CONTINUED)*

In March 2009, the GASB Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. The objective of this Statement is to incorporate the hierarchy of generally accepted accounting principles (GAAP) for State and local governments into the Governmental Accounting Standards Board's (GASB) authoritative literature. This Statement will make it easier for preparers of state and local government financial statements to identify and apply all relevant guidance. The provisions of this Statement were effective upon issuance and did not have any impact on the financial statement.

In March 2009, the GASB issued GASB Statement No. 56, Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards. The objective of this Statement is to incorporate into the Governmental Accounting Standards Board's (GASB) authoritative literature certain accounting and financial reporting guidance presented in the American Institute of Certified Public Accountants' Statements on Auditing Standards. The provisions of this Statement were effective upon issuance and did not have any impact on the financial statements.

### *NOTE 12 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY*

The City has exceeded expenditures over appropriations for the following funds:

#### General Fund

<u>Expenditure</u>	<u>Budgeted Amount Original/Final</u>	<u>Actual Amount</u>	<u>Variance with Final Budget Positive/(Negative)</u>
Administration General Government	\$ 1,534,085	\$ 1,765,067	\$ (230,982)
Community Development	24,000	25,342	(1,342)

***REQUIRED SUPPLEMENTARY INFORMATION***

**CITY OF MONTE SERENO**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Budgeted Amounts</u> Original/Final	<u>Actual</u> Amounts	<u>Variance with</u> Final Budget - Positive (Negative)
<b>REVENUES</b>			
Property tax	\$ 981,000	\$ 1,115,357	\$ 134,357
Sales tax	15,000	9,144	(5,856)
Franchise fee	180,000	196,611	16,611
Real property transfer tax	50,000	39,125	(10,875)
Licenses and permits	521,000	627,684	106,684
Investment earnings	250,000	122,452	(127,548)
Other agencies	19,100	33,741	14,641
Current service charges	-	595	595
Other revenue	130,904	201,807	70,903
Total Revenues	<u>2,147,004</u>	<u>2,346,516</u>	<u>199,512</u>
<b>EXPENDITURES</b>			
Current:			
Administration General Government	1,534,085	1,765,067	(230,982)
Public safety	45,000	44,425	575
Community development	24,000	25,342	(1,342)
Total Expenditures	<u>1,603,085</u>	<u>1,834,834</u>	<u>(231,749)</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>543,919</u>	<u>511,682</u>	<u>(32,237)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	-	(268,335)	(268,335)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(268,335)</u>	<u>(268,335)</u>
Net Change in Fund Balance	543,919	243,347	(300,572)
Fund Balance, Beginning of Year	<u>5,896,102</u>	<u>5,896,102</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 6,440,021</u>	<u>\$ 6,139,449</u>	<u>\$ (300,572)</u>

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

**CITY OF MONTE SERENO**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL  
LAW ENFORCEMENT FUND  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Budgeted Amounts</u> <u>Original/Final</u>	<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
REVENUES			
Property tax and special assessment taxes	\$ 183,150	\$ 181,319	\$ (1,831)
EXPENDITURES			
Current:			
Public safety	465,161	450,147	15,014
Excess (Deficiency) of Revenues Over Expenditures	(282,011)	(268,828)	13,183
OTHER FINANCING SOURCES (USES)			
Transfers in	-	268,335	268,335
Net Change in Fund Balance	(282,011)	(493)	281,518
Fund Balance, Beginning of Year	493	493	-
Fund Balance, End of Year	<u>\$ (281,518)</u>	<u>\$ -</u>	<u>\$ 281,518</u>

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

**CITY OF MONTE SERENO**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL  
TRAFFIC SAFETY FUND  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Budgeted Amounts</u> <u>Original/Final</u>	<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
<b>REVENUES</b>			
Fines and Penalties	\$ 5,000	\$ 4,469	\$ (531)
Other Revenue	-	23,070	23,070
Total Revenues	<u>5,000</u>	<u>27,539</u>	<u>22,539</u>
<b>EXPENDITURES</b>			
Current:			
Public Safety	22,000	17,833	4,167
Total Expenditures	<u>22,000</u>	<u>17,833</u>	<u>4,167</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(17,000)</u>	<u>9,706</u>	<u>26,706</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers Out	-	-	-
Net Change in Fund Balance	(17,000)	9,706	26,706
Fund Balance, Beginning of Year	14,514	14,514	-
Fund Balance, End of Year	<u>\$ (2,486)</u>	<u>\$ 24,220</u>	<u>\$ 26,706</u>

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

**CITY OF MONTE SERENO**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL  
GAS TAX FUND  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Budgeted Amounts</u> <u>Original/Final</u>	<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
<b>REVENUES</b>			
Gas tax	\$ 65,000	\$ 57,163	\$ (7,837)
Other revenue	10,000	6,043	(3,957)
Investment earnings	-	3,597	3,597
Total Revenues	<u>75,000</u>	<u>66,803</u>	<u>(8,197)</u>
<b>EXPENDITURES</b>			
Current:			
Administration	1,500	1,614	(114)
Public works	307,528	305,295	2,233
Total Expenditures	<u>309,028</u>	<u>306,909</u>	<u>2,119</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(234,028)</u>	<u>(240,106)</u>	<u>(6,078)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	-	-	-
Net Change in Fund Balance	<u>(234,028)</u>	<u>(240,106)</u>	<u>(6,078)</u>
Fund Balance, Beginning of Year	411,702	411,702	-
Fund Balance, End of Year	<u>\$ 177,674</u>	<u>\$ 171,596</u>	<u>\$ (6,078)</u>

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

***SUPPLEMENTARY INFORMATION***

**CITY OF MONTE SERENO**

**NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEET - UNAUDITED  
JUNE 30, 2009**

	Post Office Fund	Loma Street Light Fund	Rose Andrews Street Light Fund
<b>ASSETS</b>			
Cash and investments	\$ 22,950	\$ 9,738	\$ 1,866
Receivables:			
Other	3,000	-	-
Total Assets	<u>\$ 25,950</u>	<u>\$ 9,738</u>	<u>\$ 1,866</u>
<b>LIABILITIES AND FUND BALANCES</b>			
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES</b>			
Unreserved/Undesignated	25,950	9,738	1,866
Total Fund Balances	<u>25,950</u>	<u>9,738</u>	<u>1,866</u>
Total Liabilities and Fund Balances	<u>\$ 25,950</u>	<u>\$ 9,738</u>	<u>\$ 1,866</u>

Storm Drainage Fund	Total Non-major Governmental Funds
\$ 84,442	\$ 118,996
6,098	9,098
<u>\$ 90,540</u>	<u>\$ 128,094</u>
\$ -	\$ -
-	-
90,540	128,094
90,540	128,094
<u>\$ 90,540</u>	<u>\$ 128,094</u>

**CITY OF MONTE SERENO**

**NON-MAJOR GOVERNMENTAL FUNDS  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 2009**

	Post Office Fund	Loma Street Light Fund	Rose Andrews Street Light Fund
<b>REVENUES</b>			
Property tax	\$ -	\$ 1,831	\$ 1,203
Franchise fee	36,000	-	-
Current service charges	-	-	-
Other revenue	-	-	-
<b>Total Revenues</b>	<b>36,000</b>	<b>1,831</b>	<b>1,203</b>
<b>EXPENDITURES</b>			
Current:			
Administration	27,152	-	-
Public works and facilities	-	2,258	1,167
Capital outlay	-	-	-
<b>Total Expenditures</b>	<b>27,152</b>	<b>2,258</b>	<b>1,167</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>8,848</b>	<b>(427)</b>	<b>36</b>
<b>Net Change in Fund Balances</b>	<b>8,848</b>	<b>(427)</b>	<b>36</b>
<b>Fund Balances, Beginning of Year</b>	<b>17,102</b>	<b>10,165</b>	<b>1,830</b>
<b>Fund Balances, End of Year</b>	<b>\$ 25,950</b>	<b>\$ 9,738</b>	<b>\$ 1,866</b>

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Storm Drainage Fund	Total Non-major Governmental Funds
\$ -	\$ 3,034
-	36,000
4,140	4,140
<u>22,853</u>	<u>22,853</u>
<u>26,993</u>	<u>66,027</u>
-	27,152
-	3,425
<u>8,671</u>	<u>8,671</u>
<u>8,671</u>	<u>39,248</u>
<u>18,322</u>	<u>26,779</u>
18,322	26,779
<u>72,218</u>	<u>101,315</u>
<u>\$ 90,540</u>	<u>\$ 128,094</u>



VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the City Manager and  
Members of the City Council  
City of Monte Sereno  
Monte Sereno, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Monte Sereno as of and for the year ended June 30, 2009, and have issued our report thereon dated January 19, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered City of Monte Sereno's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Monte Sereno's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Monte Sereno's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the City of Monte Sereno's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the City of Monte Sereno's financial statements that is more than inconsequential will not be prevented or detected by the City of Monte Sereno's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the City of Monte Sereno's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Monte Sereno's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information of the City Council, management, the State Controller's Office, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Varrinet, Trine, Day & Co., LLP.

Pleasanton, California  
January 19, 2010