

GRATON COMMUNITY SERVICES DISTRICT

250 ROSS LANE • MAIL: PO BOX 534, GRATON, CALIFORNIA 95444 • 707/823-1542 • FAX 707/823-3713



Graton CSD Final Budget 2015-16 *

** as amended Jan. 2016*

Graton Community Services District
Operations Fund 77101
Department ID 62030100

Account	Account Description 15-16	15-16 Preliminary Budget	15-16 Final Budget
40003	Direct Charges - CY	975,700	975,700
40050	Property Tax Accrual	4,000	4,000
40202	Direct Charges - Prior Year	20,000	20,000
40999	Penalties and Costs on Taxes	3,000	3,000
40000	Total Tax Revenue	1,002,700	1,002,700
41132	Licenses - Other		
41152	Mitigation Fees		
41000	Total Licenses,Permits,Franchises	0	-
42358	State Other Funding		
42461	Federal Other Funding		
42000	Total Intergovernmental Revenues	0	-
43201	Fines, Forfeitures, Penalties		
43000	Total Fines, Forfeitures, Penalties	0	-
44002	Interest on Pooled Cash	1,500	1,500
44000	Total Revenue - Use of Money & Prop	1,500	1,500
45221	Sewer/Water Usage Fees	22,000	22,000
45313	Sale - Water	1,000	1,000
45000	Total Charges for Services	23,000	23,000
46027	Insurance Claims Reimbursement	0	1,000
46040	Miscellaneous Revenue	250	1,000
46000	Total Miscellaneous Revenues	250	2,000
49004	Administrative Control Account		
49005	Admin Control Acct Clearing		
49000	Total Administrative Control Accts	0	-
Grand Total Revenues		1,027,450	1,029,200
50755	PERS - Local Bds		
50000	Total Salaries and Employee Benefits	0	0
51042	Insurance - Premiums	26,250	30,000
51061	Maintenance - Equipment	20,000	36,000
51071	Maintenance - Bldg & Improve	45,000	20,000
— 51201	Administration Services : <i>Payroll</i>	375,000	375,000
51202	Election Services	4,500	0
51206	Accounting/Auditing Services	30,500	45,000
51211	Legal Services	90,000	60,000
51225	Training Services	5,000	4,000
51226	Consulting Services	50,000	30,000
51231	Testing/Analysis	45,000	25,000
51244	Permits/License/Fees	10,000	10,000
51249	Other Professional Services (Matrix)	15,000	19,500

Graton Community Services District
Operations Fund 77101
Department ID 62030100

Account	Account Description 15-16	15-16 Preliminary Budget	15-16 Final Budget
51301	Publications and Legal Notices	3,000	1,200
51401	Rents and Leases - Equipment	2,000	2,000
51803	Other Contract Services	90,000	75,000
51902	Telecommunication Usage	8,000	12,000
51916	County Services Chgs	17,350	17,350
	Subtotal Services	836,600	762,050
52021	Clothing, Uniforms, Personal	8,000	13,500
52041	Household Supplies Expense	500	500
52061	Fuel/Gas/Oil	2,000	2,800
52072	Chemicals	40,000	40,000
52081	Medical/Laboratory Supplies	7,000	1,000
52091	Memberships/Certifications	5,000	5,000
52101	Other Supplies	15,000	15,000
52111	Office Supplies	23,550	4,000
52141	Minor Equipment/Small Tools	4,000	16,000
52191	Utilities Expense	80,000	80,000
	Subtotal Supplies	185,050	177,800
51000	Total Services and Supplies	1,021,650	939,850
53105	Costs of Issuance	1,450	1,450
53402	Depreciation Expense	207,233	207,233
53000	Total Other Charges	208,683	208,683
54333	Computer Equipment		
54000	Total Capital Expenditures	0	-
55011	Appropriation for Contingenc	25,000	5,000
55000	Total Appropriations for Contingencies	25,000	5,000
56030	Residual Equity Transfers		
56000	Total Special Items	0	-
57011	Transfers Out - within a Fund	206,900	206,900
57000	Total Other Financing Uses	206,900	206,900
58010	Reimb. - General		
58000	Total Reimbursements	0	-
59004	Administrative Control Account		
59005	Admin Control Acct Clearing		
58000	Total Reimbursements	0	-
19820	Acquire-Machinery and Equipment	10,000	-
19000	Total Capital Assets	10,000	-
	Grand Total Expenditures	1,472,233	1,360,433
	Increase/(Decrease) to Fund Balance	(444,783)	(331,233)
	Add back depreciation	207,233	207,233
	Final ests are still in negative, but better by 113,550.	(237,550)	(124,000)

**GCSD Budget FY2015-2016 Operations Revenues and Expenses
CHARACTER JUSTIFICATION**

Department ID 62030100 Graton Community Services District
 Operations Fund 77101 Graton Community Services District - Operations
 Please note the below numbers indicate the new EFS account numbers.

Revenues

40003 Direct Charges - CY Rates for fiscal 15-16 are not expected to change. Last change was for 12-13 fiscal.

The rate will remain at \$1,574.36 for the 15-16 fiscal year.

ESDs x rate	652.3	x	\$1,574	\$1,026,962
Less Estimated Delinquency Factor:			5%	(51,348)

estimated revenues from ESDs \$975,613

40050 Prop Taxes YE Accrual

To factor in amounts owed from past fiscal year and an AP into next.

40202 Flat Charges - PY

This item records the estimated delinquent amount of prior years sewer service charges.

40999 Penalties / Costs on Taxes

This item records penalties paid on delinquent sewer service charges.

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$142,857
Projected Interest Rate	1.05%
Projected/Planned Interest on Pooled Cash	\$1,500

45221 Sanitation Services

This account records annual sewer service charges for entities that are invoiced, rather than collected as flat charges on the tax roll, and for new hook-ups as they occur during the year. The Sanitation Rate Ordinance requires that charges be collected at the time permits are issued. New properties are then added to the tax roll master listing and collected the following year through account 40003 Direct Charges CY and posted. Outside users include (Oak Grove School, temporary, construction site, mobile pumping, etc), billed directly.

45313 Water Sales

Revenues from sales of water for frost protection and irrigation.

46040 Miscellaneous revenue

Revenues from callouts, check the system, minor repairs, etc., at request of individual rate payer.

Expenses

51042 Insurance

Workers Comp and Property and Liability insurance. Annual premium increases are usually expected.

51061 Maintenance of Equipment

This account records expenses paid by the District for maintenance of equipment and vehicles. Expenses will increase as we are now including periodic maintenance of 10 pumps, 4 aerators, 2 wet wells, 3 vehicles, a tractor, emergency generator, and electrical control panels.

51071 Maintenance- Bldgs / Impr

This account records the cost of supplies and materials required to maintain the treatment plant, grounds and collection system.

51201 Other Admin Costs

This account records the cost of labor and overhead associated with the operation and maintenance of the District's facilities and equipment. Bookkeeping services are also included. Expenses include Permanent Positions, Extra Help, Medicare, Social Security, Medical Insurance, Unemployment Insurance, Employee Training Tax, Dental Insurance and Vision Care and Health Savings Accounts.

51202 Election Expenses

The district must pay a share of the overall Sonoma County costs for the general election. This account also records expenses paid by the District for inclusion of Board of Directors candidates in the General Election Materials.

51206 Audit / Accounting Services

This item represents the direct allocation of the Auditor-Controller Fiscal Services staff costs for time expected to be spent on the District's accounting, payroll and accounting software, and costs associated with the District's yearly third-party Piseniti Brinker financial audit.

51211 Legal Services

To provide funds for the estimated cost of legal services needed by District Counsel, or outside legal services, as required.

51225 Training

This account records expenses paid by the District for board members, employees and OIT training and certifications.

51226 Consultant Services

This account records the costs associated with consultant services: Admin Assistant, Engineer, Grant Admin, Energy Consultant

51231 Testing / Analysis

This account records the cost of contract laboratory services. This expense increase is due to testing cost increases and additional lab testing required to assure the performance of Tertiary processes implemented in the Capital Improvement Project (CIP).

51244 Permits/License /Fees

This account records expenses paid for required state permits, fees associated with the operation of the treatment plant and penalties. Costs are expected to increase due to NPDES permit revisions and review, and Supplemental Environmental Projects, and Compliance Projects.

51249 Other Professional Services

Amount allocated for hiring a professional audit agency to conduct an Efficiency Audit for the District.

51301 Publication & Legal

Publication of legal notices. Possible increase due to additional legal notice requirements for budget hearings, elections, etc.

51401 Rents/Leases - Equipment

This account records expenses paid by the District for renting or leasing operational equipment.

51803 Contract Services

This account records the cost of services provided under contract. General Manager and Web Site Administrator.

51902 Communications

This account records expenses paid by the District for outside communication, internet and wireless services.

51916 County Services

Annual contract fees for billing and collection of annual fees applied and collected through Assessors Office.

52021 Uniforms

This account records expenses paid by the District for uniforms, uniform services, boots, safety related gear and other uniforms or safety clothing.

52041 Housekeeping

This account records expenses paid by the District for housekeeping-related goods and services.

52061 Gas/Oil

This account records expenses paid by the District for fuel and oil used in vehicles and pumps.

52072 Chlorine Chem/Recorder

Occasional chlorine or other disinfecting chemicals used in the treatment process, as well as measuring devices and data recorders used to monitor the disinfection process. Product is also needed for the SAF and Fuzzy Filter system to clean components. Expenses may increase due State Water Control Board requirements. Aquamarine and Hydrated Lime for the holding ponds are also purchased from this account.

52081 Lab Supplies

This account records the cost of lab supplies required for in-house testing and monitoring of wastewater.

52091 Memberships and Certifications

Expenses paid for District and Staff membership in outside organizations including LAFCO. Revenue based memberships and fees may increase.

52101 Operating Expense and Other Supplies

This account records expenses paid by the District for operations-related goods and misc services. Expenses are expected to increase for misc Personal Protective Equipment (PPE). It also records misc service and supply items including arbor mulch for Bio Solids Syst.

52111 Office Expense/Supplies

Expenses paid by the District for office-related postage, supplies and computer equipment. It also represents the annual mailing list/data fees and annual 1% administration fees assessed by the County for processing the collection of flat charges on the tax rolls.

52141 Minor Equipment/Small Tools

This account records expenses paid by the District for miscellaneous small tools and equipment.

52191 Utilities

This account records the cost of utilities such as gas, electricity, rag bin and garbage service.

53105 Debt Issuance Cost

Generally accepted accounting principles require that debt issuance costs be amortized over the term of the financing agreement. This is a non-cash transaction; however, appropriations are required to book the entry.

53402 Depreciation

Generally Accepted Accounting Principles require that depreciation be budgeted/expensed each year. This amount must be shown as an expense with no offsetting entry, but does not effect fund (available cash to spend) balance.

55011 Appropriations for Contingencies

This account provides funding for unanticipated expenditures or revenue shortfalls. Board approval is required before use.

57011 Transfers Out - Within a Fund

This account reflects the transfer of cash from the Operations Fund to the Construction Fund to finance the Capital Replacement Project loan.

19820 Acquire Machinery and Equipment

Estimated purchase price of major items such as tractor, skidder, truck, mower, or any misc related large equipment items.

Graton Community Services District
Construction Fund 77103
Department ID 62030300

Account	Account Description	FY 2015-16 Preliminary Budget	FY 2015-16 Final Budget
Revenues			
40999	Penalties and Costs on Taxes		
40000	Total Tax Revenue	<u>0</u>	<u>0</u>
41152	Mitigation Fees		
41000	Total Licenses,Permits,Franchises	<u>0</u>	<u>0</u>
42628	Cities		
42000	Total Intergovernmental Revenues	<u>0</u>	<u>0</u>
43201	Fines, Forfeitures, Penalties		
43000	Total Fines, Forfeitures, Penalties	<u>0</u>	<u>0</u>
44002	Interest on Pooled Cash	2,000	2,000
44109	Concessions		
44000	Total Revenue - Use of Money & Prop	<u>2,000</u>	<u>2,000</u>
45533	Reprographics Photocopy		
45000	Total Charges for Services	<u>0</u>	<u>0</u>
46024	Connection Fees	31,056	31,056
46000	Total Miscellaneous Revenues	<u>31,056</u>	<u>31,056</u>
47101	Transfers In - within a Fund	206,900	206,900
47000	Total Other Financing Sources	<u>206,900</u>	<u>206,900</u>
49004	Administrative Control Account	222,300	222,300
49005	Administrative Control Account Clearing	(222,300)	(222,300)
49000	Total Administrative Control Accts	<u>0</u>	<u>0</u>
Grand Total Revenues		<u><u>239,956</u></u>	<u><u>239,956</u></u>
Expenses			
50808	Worker's Comp - Local Bds		
50000	Total Salaries and Employee Benefits	<u>0</u>	<u>0</u>
51927	Unclaimable HRMS		
	Subtotal Services	<u>0</u>	<u>0</u>
52194	Utilities - Water		
	Subtotal Supplies	<u>0</u>	<u>0</u>
51000	Total Services and Supplies	<u>0</u>	<u>0</u>
53103	Interest on LT Debt	118,515	118,515
53000	Total Other Charges	<u>118,515</u>	<u>118,515</u>
54503	Work in Progress - Eq		
54000	Total Capital Expenditures	<u>0</u>	<u>0</u>

Graton Community Services District
Construction Fund 77103
Department ID 62030300

Account	Account Description	FY 2015-16 Preliminary Budget	FY 2015-16 Final Budget
Revenues			
55011	Appropriation for Contingenc		
55000	Total Appropriations for Contingencies	<u>0</u>	<u>0</u>
56030	Residual Equity Transfers		
56000	Total Special Items	<u>0</u>	<u>0</u>
57101	Other Financing Uses		
57000	Total Other Financing Uses	<u>0</u>	<u>0</u>
58016	Reimb. - Labor		
58000	Total Reimbursements	<u>0</u>	<u>0</u>
59004	Administrative Control Account	88,385	88,385
59005	Admin Control Acct Clearing	(88,385)	(88,385)
58000	Total Reimbursements	<u>0</u>	<u>0</u>
19831	Acq-CIP-Bldg & Impr	222,300	222,300
19000	Total Capital Assets	<u>222,300</u>	<u>222,300</u>
	Grand Total Expenditures	<u><u>340,815</u></u>	<u><u>340,815</u></u>
	Increase/(Decrease) to Fund Balance	<u><u>(100,859)</u></u>	<u><u>(100,859)</u></u>

GCSD Budget FY2015-2016 Construction Account Character Justification

Department - Division: Graton Community Services District
Section Title: Graton Community Services District - Construction

Below numbers indicate the new EFS account numbers.

Revenues

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District by the County Treasurer's Office. Deposits to account from grants and loans are usually spent within a short amount of time, so no large amount anticipated.

Estimated Average Cash Balance	200,000
Projected Interest Rate	1%
Projected/Planned Interest on Pooled Cash	\$2,000.00

46024 Connection Fees

This account records connection fee revenue collected at the time new sewer permits are issued. FY 15-16 connection fees are projected to remain at \$10,352 and could increase in FY 16-17 per Ordinance 301A. Fee may increase after completion of capital improvements to reflect increased value.

The District estimates 3 new connections in FY 15-16

$$\text{Permits} \times \text{Connection Fee} = 3 \times 10,352 = \$31,056$$

47101 OT - Win Special Dist.

This account reflects the transfer of cash from the Operations Fund in order for the Construction Fund to make twice yearly payments on the Municipal Finance Capital Replacement Program Loan executed in April 2015. (see 53103/04)

49004/05 Administrative Control Account/Clearing Account

These accounts will record any proceeds from the California Energy Commission (CEC) Loan approved in 2014 for expenses related to the Effluent Station Pumping Station Upgrade Project.

Expenses

19831 Capital Replacement

This account is used to provide funds for repair and replacement of the sewer collection, treatment, storage, and disposal systems. Pond storage is limited during high storm events. Hence, the recently completed Floodwall Project. Long term replacement of existing facilities (worn out and in disrepair) has brought the facilities up to current sanitation standards and will extend the life of the entire infrastructure. This account reflects the cost of phase three; a complete upgrade of the sewage treatment system, repair and replacement of existing facilities, and construction of additional structures and systems to comply with State Water Quality Control Board orders. The District has recently begun the Effluent Pumping Station Upgrade Project to be funded by a CEC loan.

53103 Lease/Purchase - Interest

This account reflects the interest payments on long-term debt funds originally borrowed in 2005 to finance the Capital Improvement Project (CIP) and retire the original Pipeline Construction Bond Debt. In 2013 the 20 year loan was re negotiated at a lower rate. Each year, two fixed annual payments are due on Oct 5 and April 5 thru April 2033.

59004 Ent - Principal

This account reflects the principal payments on long-term debt funds borrowed in 2005 to finance the above Capital Improvements Project (Tertiary Plant Upgrade) and retire the original Pipeline Construction Bond Debt. In April 2013, the loan was refinanced to a lower 4.85% interest rate. Two fixed annual payments are made each year on October 5th and the following April 5th.

59005 Ent - Principal - Clearing

This is the clearing account for above Ent - Principal.

Graton Community Services District
Bonds Fund 77102
Department ID 62030200

Account	Account Description	FY 2015-16 Preliminary Budget	FY 2015-16 Final Budget
40002	Prop Tax - CY,Secured	14,150	14,150
40101	Prop Taxes - CY, Unsecured	1,525	1,525
40111	Supplemental Prop Taxes - CY	275	275
40900	Other Taxes	75	75
40000	Total Tax Revenue	16,025	16,025
41152	Mitigation Fees		
41000	Total Licenses,Permits,Franchises	0	0
42291	State Homeowners Prop Tax Relf	210	210
42000	Total Intergovernmental Revenues	210	210
43201	Fines, Forfeitures, Penalties		
43000	Total Fines, Forfeitures, Penalties	0	0
44002	Interest on Pooled Cash	(50)	(50)
44000	Total Revenue - Use of Money & Prop	(50)	(50)
45221	Sewer/Water Usage Fees		
45000	Total Charges for Services	0	0
46210	Refunds		
46000	Total Miscellaneous Revenues	0	0
47002	Sale of Capital Assets		
47000	Total Other Financing Sources	0	0
49004	Administrative Control Account		
49005	Admin Control Acct Clearing		
49000	Total Administrative Control Accts	0	0
Grand Total Revenues		16,185	16,185
50808	Worker's Comp - Local Bds		
50000	Total Salaries and Employee Benefits	0	0
51242	Bank Charges	50	50
	Subtotal Services	50	50
52194	Utilities - Water		
	Subtotal Supplies	0	0
51000	Total Services and Supplies	50	50
53103	Interest on LT Debt	1,275	1,275
53000	Total Other Charges	1,275	1,275
54503	Work in Progress - Eq		
54000	Total Capital Expenditures	0	0

Graton Community Services District
 Bonds Fund 77102
 Department ID 62030200

Account	Account Description	FY 2015-16 Preliminary Budget	FY 2015-16 Final Budget
55011	Appropriation for Contingenc		
55000	Total Appropriations for Contingencies	0	0
56030	Residual Equity Transfers		
56000	Total Special Items	0	0
57101	Other Financing Uses		
57000	Total Other Financing Uses	0	0
58010	Reimb. - General		
58000	Total Reimbursements	0	0
59004	Administrative Control Account	17,000	17,000
59005	Admin Control Acct Clearing - Sept 2015 payment	(17,000)	(17,000)
58000	Total Reimbursements	0	0
19850	Acq-Intangibles-Amortizable		
19000	Total Capital Assets	0	0
Grand Total Expenditures		1,325	1,325
Increase/(Decrease) to Fund Balance		14,860	14,860

GCSD Budget FY15-16 Bonds

CHARACTER JUSTIFICATION

Department - Division: Graton Community Services District
Section Title: Graton Community Services District - Bonds
Below numbers indicate the new EFS account number.

Revenues

40002 Prop Taxes - CY Secured

The auditor controller establishes a tax rate sufficient to accumulate tax revenues necessary to make bond payments of interest and principal. The bonds were passed in 1976 to fund construction of sewage facilities.

40101 Prop Taxes - CY Unsecured

Property tax revenue is based on prior year actuals and current year estimates from the tax collectors office.

40111 Supplemental Property Taxes - CY

Amounts assessed and collected mid tax year for new purchases (land and/or improvements).

40900 Other Miscellaneous Taxes

Any misc taxes collected during the year not funded within any of the above items.

NOTE: To avoid major fluctuations in the tax rate from year to year, the tax amount budgeted and/or collected each fiscal year may not correspond exactly to the annual bond payment (P&I). Over or under collection in any single year (when compared to the bond payment for that year) merely increases or decreases the fund balance retained for this index. The Auditor's long term tax rate calculations were designed to ensure that debt service obligations are met, while retaining an appropriate level of fund balance and minimizing tax rate fluctuations.

42291 St - HOPTR

This account records the receipt of State Home Owner's Property Tax Relief as allocated by the Auditor's Office. The claim is filed with the state based on the number of Homeowner's Exemptions filed with the County.

44002 Interest on Pooled Cash

Balances kept in the Sonoma County General Fund earn interest much the same way a regular bank savings account would.

Expenses

51242 Bank Charges/Fiscal Agent Fees

This is the fee collected by the County Treasurer for acting as the fiscal/collecting agent.

53103 Interest on Long Term Debt

The 5% interest expense on outstanding general obligation bonds. Payments began in March, 1977 and are made twice a year until September 2016. Payments are based on the original amortization schedule prepared at the time the bonds were sold.

59004 Ent - Principal

This account reflects the principal expense for general obligation bonds that were issued in 1976 to finance the local share of a wastewater collection system. Payments on the bonds will continue until September 1, 2016. The request for the forthcoming fiscal year is based on the amortization schedule prepared at the time the bonds were sold.

Original Amount of the General Obligation Bond Issue:

\$350,000
(316,000)

Total FY 76-77 through FY 14-15 Principal Payments by Graton:

(17,000)

FY 15-16 Principal Payment by Graton: due in Sept 2015

Outstanding Bond Amount 6/30/2016 due in Sept 2016 (fiscal 16-17)

\$17,000

59005 Ent - Principal Clearing

This is the clearing account for the above 59004 account, Ent - Principal.