MANILA COMMUNITY SERVICES DISTRICT
Notice and Agenda of Regular Meeting
Tuesday December 21st, 2021

This is meeting is being held via Zoom and phone-in. To participate in this meeting remotely, please join with a device at the Zoom App with ID**: 873 6183 6051** or phone-in calling **669-900-6833**. The public may submit written comments to manilacsd1@sbcglobal.net Posted by Saturday Dec.18th, 2021 6:30 p.m.

Unless otherwise noted, all items on the agenda are subject to action by the Board of Directors. Time specific items (if any) are noted on the applicable agenda item and will be discussed at that time or as soon after that time as practical. It is planned to record this meeting so that it is accessible by the public.

ROLL CALL, DETERMINE QUORUM:

APPROVE AGENDA:

AB 361: Resolution 2021.07 *Proclaiming a local emergency persists, ratifying the proclamation of a state of emergency and authorizing remote teleconference meetings of the Manila Community Services District for the period of December 21st, 2021 through January 20th, 2022 pursuant to Brown Act Provisions.*

PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS: *The public is invited to present petitions, make announcements or provide other information to the Board on matters **not** on the agenda. The Board may uniformly impose a time limit of 3 minutes to individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

BUSINESS ITEMS (all items are receive and file):

1. **District Support Letter for Additional Speed Hump on Peninsula Dr**.
2. **FY2022 1st Quarter Budget vs. Actual Report**
3. **FYE 2021 Draft Year End Budget vs. Actual**
4. **Receive FY20 Audited Financial Statements**

CONSENT CALENDAR: (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.

5. Approve Draft Minutes of Regular Meeting of October 21, 2021
6. Approve Draft Minutes of Regular Meeting of November 18, 2021
7. Receive Check Register

REPORTS:

8. Director/Committee Reports:
9. Staff reports: General Manager's report with misc. updates.

INCOMING COMMUNICATIONS:

ADJOURNMENT*:*

If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.

RESOLUTION NO. 2021.07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTUIVE ORDER N-29-20, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF MANILA COMMUNITY SERVICES DISTRICT FOR THE PERIOD BEGINNING DECEMBER 21, 2021 THROUGH JANUARY 20, 2022 AND SUBSEQUENT 30-DAY WINDOWS HEREAFTER PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the MANILA COMMUNITY SERVICES DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of MANILA COMMUNITY SERVICES DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, A STATE OF EMERGENCY HAS BEEN PROCLAIMED BY EXECUTUIVE ORDER N-29-20; and

WHEREAS, the Board of Directors does hereby find that SOCIAL DISTANCING ORDERS, MASKING and/or other mandates and CONDITIONS CAUSING IMMIMENT RISK TO ATTENDEES has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the MANILA COMMUNITY SERVICES DISTRICT shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the MANILA COMMUNITY SERVICES DISTRICT's legislative bodies public meetings are provided for remotely and online and offers access to its public meetings via electronic measures for both access and comment.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and finds that in person meetings PRESENT IMMINENT RISK.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date.

Section 4. Remote Teleconference Meetings. The STAFF and legislative bodies of the MANILA COMMUNITY SERVICES DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 20, 2021, or such time the Board of Directors adopts a *subsequent resolution* in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the MANILA COMMUNITY SERVICES DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the MANILA COMMUNITY SERVICES DISTRICT, this 21ST day of December, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Manila Community Services District Board of Directors

Agenda Summary

District Support Letter to County Board of Supervisors for Additional Speed Hump on Peninsula Dr.	Meeting Date: December 21, 2021 Agenda Item: **1**

Summary:
The board approved supporting an additional Speed Hump installed on Peninsula Dr. The attached support letter will be added to the materials required to facilitate getting this project approved by the County Supervisors.

Considering the district still needs to procure funding for this effort, it would be greatly helpful for a board member (or 2 members max) to form an ad hoc committee to gather support for this effort and staff will help as time allows.

All previously provided materials on this topic can be found in our October 21st 2021 packet available on the district website or upon request.

Recommended Motion:

I move/second to receive and file the attached letter (for submission at a future date)
Vote:

Manila Community Services District

1901 Park Street • Arcata, CA 95521 • 707-444-3803 • Fax 707-444-0231

Board of Directors
Meghan Ryan, President
John Broderick, Vice President
Danielle Muniz, Finance Officer
Dave Jannetta, Secretary
Sequoyah Faulk-Kellogg, Safety Officer

General Manager
Christopher Drop

November 18th 2021

Humboldt County Board of Supervisors
825 5th Street
Eureka, CA 95501
SUPERVISORS' CHAMBER, FIRST FLOOR

Dear Honorable Supervisors,

The Manila Community Services District requests your support for the installation of an *additional* speed hump on Peninsula Drive at Orange Ave., approximately 600' south of the recently installed hump at the Redwood Coast Montessori Charter School. The school site is a community facility owned and maintained by District and hosts the Manila Community Resource Center and Redwood Coast Montessori Charter School, both of which generate many daily trips by families and individuals along the narrow, rural Peninsula Drive.

Driving speeds along Peninsula Drive and poor visibility have been concerns in our community for years and the recently completed raised crosswalk and hump have been well received. Residents have asked that the district, and subsequently, the County Board of Supervisors support an *additional* installation to complete the calming effect as the new installation has greatly improved safety by slowing traffic in front of the Manila Community Center and provides a safe crossing to the Redwood Transit Service bus stop on both sides of Peninsula Drive.

Thank you for your consideration of these improvements to improve safety for Manila residents and school families.

Sincerely,

Meghan Ryan, President of the Board
Manila Community Services District
1901 Park Street Manila, CA 95521

Manila Community Services District Board of Directors

Agenda Summary

FY2022 1st Quarter Budget vs. Actual Report

Meeting Date: December 21, 2021

Agenda Item: **2**

Summary:
The Q1 FY22 district budget performance is attached and summarized as follows:

Water Net	13,093.57	
Sewer Net	12,993.20	
MCC Net	8,750.72	
Park Net	7,571.02	w/ $17,000 tax allocation

This represents 25% of the year and describes a general surplus. Some of this will flatten out over the course of the year.

The board is asked to receive/file this report. Recommended Motion:

I move/second to receive and file report (or as amended):
Vote:

Manila Community Services District
Profit & Loss Budget vs. Actual
July through September 2021

12:33 PM
11/11/2021
Accrual Basis

	Jul - Sep 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Total 40000 · Water Income	62,696.63	224,238.00	-161,541.37	27.96%
Total 41000 · Sewer Income	50,532.78	200,174.00	-149,641.22	25.24%
Total M40800 · Community Center Income	17,733.00	71,644.00	-53,911.00	24.75%
Total P40700 · Park Income	17,000.00	18,500.00	-1,500.00	91.89%
PW40690 · PUBLIC WORKS INCOME (Tax Alloc)	0.00	3,000.00	-3,000.00	0.0%
Total Income	147,962.41	517,556.00	-369,593.59	28.59%
Cost of Goods Sold				
Total 50000 · Water COG	14,633.51	78,577.00	-63,943.49	18.62%
Total COGS	14,633.51	78,577.00	-63,943.49	18.62%
Gross Profit	133,328.90	438,979.00	-305,650.10	30.37%
60000 · Water Dept. Expense				
Total 60100 · Payroll - Water	29,317.45	72,057.00	-42,739.55	40.69%
Total 61000 · Administration - Water	4,033.64	12,150.00	-8,116.36	33.2%
Total 62000 · Operating & Maintenance - Water	599.84	33,000.00	-32,400.16	1.82%
Total 65000 · Professional Services - Water	155.01	5,700.00	-5,544.99	2.72%
67000 · Travel Expense - Water	159.96	1,000.00	-840.04	16.0%
Total 68000 · Utilities	703.65	2,500.00	-1,796.35	28.15%
Total 60000 · Water Dept. Expense	34,969.55	126,407.00	-91,437.45	27.66%
80000 · Sewer Dept. Expense				
Total 80100 · Payroll - Sewer	22,009.06	132,276.00	-110,266.94	16.64%
Total 81000 · Administration - Sewer	3,823.74			
Total 82000 · Operating & Maintenance - Sewer	1,579.22	32,600.00	-31,020.78	4.84%
Total 85000 · Professional Services	155.01	6,500.00	-6,344.99	2.39%
87000 · Travel Expense - Sewer	159.96	1,000.00	-840.04	16.0%
Total 88000 · Utilities - Sewer	9,812.59	30,000.00	-20,187.41	32.71%
Total 80000 · Sewer Dept. Expense	37,539.58	202,376.00	-164,836.42	18.55%

	Jul - Sep 21	Budget	$ Over Budget	% of Budget
98900 · CRNA Grant Expense	146.00			
M80000 · Community Center Expense				
Total M81000 · Payroll	2,988.57	12,500.00	-9,511.43	23.91%
Total M82000 · Administration	2,878.65	5,500.00	-2,621.35	52.34%
Total M83000 · O&M MCC and Park	1,478.90	40,000.00	-38,521.10	3.7%
Total M85000 · Professional Services	155.00	2,000.00	-1,845.00	7.75%
Total M88000 · Utilities	1,481.16	5,000.00	-3,518.84	29.62%
Total M80000 · Community Center Expense	8,982.28	65,000.00	-56,017.72	13.82%
M87000 · MCC Travel & Training	159.96			
P70000 · Park Expense				
Total P71000 · Park Payroll	4,173.74	1,500.00	2,673.74	278.25%
Total P72000 · Administration	2,878.65	5,000.00	-2,121.35	57.57%
Total P75000 · Professional Services	1,688.48	10,000.00	-8,311.52	16.89%
Total P78000 · Utilities	492.72	2,000.00	-1,507.28	24.64%
Total P70000 · Park Expense	9,428.98	18,500.00	-9,071.02	50.97%
P77000 · Travel & Training	159.96			
PW69000 · Public Works Expense				
Total PW69000 · Public Works Expense	0.00	3,000.00	-3,000.00	0.0%
Total Expense	91,656.53	415,283.00	-323,626.47	22.07%
Net Ordinary Income	41,672.37	23,696.00	17,976.37	175.86%

Water Net	13,093.57	
Sewer Net	12,993.20	
MCC Net	8,750.72	
Park Net	7,571.02	with $17,000 allocation

Manila Community Services District Board of Directors

Agenda Summary

FY2021 Year-End Budget vs. Actual Report

Meeting Date: December 21, 2021

Agenda Item: **3**

Summary:

The FY21 Year End report is attached and summarized as follows:

Water Net	-7,458.11
Sewer Net	1,744.55
MCC Net	18,097.44
Park Net	-13,413.74
District Total	-1,029.86
Ent Net	-5,713.56
Non-Ent Net	4,683.70

These figures, for the most part will be included in the pending FY2021 Audit. The loss in water (which includes many sewer expenses that need to be moved) will be offset by the pending COVID arrearages program.

The Park and MCC share an O&M account and effectively balance.

The board is asked to receive/file this report. Recommended Motion:

I move/second to receive and file report (or as amended):

Vote:

Manila Community Services District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

10:48 AM
12/15/2021
Accrual Basis

	Jul '20 - Jun 21	Budget	$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
Total 40000 · Water Income	*228,973.48*	*237,878.00*	-8,904.52	96.26%	+30k vlv1/21
Total 41000 · Sewer Income	183,941.41	195,871.00	-11,929.59	93.91%	
Total M40800 · Community Center Income	69,854.56	71,585.00	-1,730.44	97.58%	add 5,795 one mo.
Total P40700 · Park Income	18,000.00	21,500.00	-3,500.00	83.72%	add 17.5K tax alloc.
Cost of Goods Sold					
Total 50000 · Water COG HBMWD	83,066.16	75,000.00	8,066.16	110.76%	incl PGE overch
Total COGS	83,066.16	75,000.00	8,066.16	110.76%	
60000 · Water Dept. Expense					
Total 60100 · Payroll - Water	98,777.44	70,576.00	28,201.44	139.96%	
Total 61000 · Administration - Water	9,369.11	12,150.00	-2,780.89	77.11%	
Total 62000 · Operating & Maintenance - Water	41,616.47	54,000.00	-12,383.53	77.07%	+30k vlv1/21
Total 65000 · Professional Services - Water	1,651.63	5,700.00	-4,048.37	28.98%	
Total 67000 · Travel Expense - Water	464.76	1,000.00	-535.24	46.48%	
Total 68000 · Utilities	2,628.26	15,969.00	-13,340.74	16.46%	
60000 · Water Dept. Expense - Other	-1,142.24		-1,142.24	100.0%	
Total 60000 · Water Dept. Expense	153,365.43	159,395.00	-6,029.57	96.22%	
80000 · Sewer Dept. Expense					
Total 80100 · Payroll - Sewer	88,251.64	111,732.00	-23,480.36	78.99%	
Total 81000 · Administration - Sewer	16,961.04	18,150.00	-1,188.96	93.45%	
Total 82000 · Operating & Maintenance - Sewer	37,551.67	32,600.00	4,951.67	115.19%	
Total 85000 · Professional Services	2,692.63	6,500.00	-3,807.37	41.43%	
Total 87000 · Travel Expense - Sewer	464.76	1,000.00	-535.24	46.48%	
Total 88000 · Utilities - Sewer	34,281.40	28,739.00	5,542.40	119.29%	
80000 · Sewer Dept. Expense - Other	1,993.72	171,182.00	-169,188.28	1.17%	
Total 80000 · Sewer Dept. Expense	182,196.86	369,903.00	-187,706.14	49.26%	
M80000 · Community Center Expense					
Total M81000 · Payroll	22,655.06	28,000.00	-5,344.94	80.91%	
Total M82000 · Administration	4,656.23	5,498.00	-841.77	84.69%	

	Jul '20 - Jun 21	Budget	$ Over Budget	% of Budget
Total M83000 · O&M MCC and Park	17,474.75	30,000.00	-12,525.25	58.25%
Total M85000 · Professional Services	651.13	2,000.00	-1,348.87	32.56%
Total M88000 · Utilities	5,855.20	4,500.00	1,355.20	130.12%
M80000 · Community Center Expense - Other	0.00	69,998.00	-69,998.00	0.0%
Total M80000 · Community Center Expense	51,292.37	139,996.00	-88,703.63	36.64%
M87000 · MCC Travel & Training	464.75			
P70000 · Park Expense				
Total P71000 · Park Payroll	21,462.71	10,000.00	11,462.71	214.63%
P71250 · Park Holiday	218.02			
P71450 · Park Vacation	1,033.48			
Total P72000 · Administration	5,067.42	4,992.00	75.42	101.51%
Total P75000 · Professional Services	651.11	1,000.00	-348.89	65.11%
Total P78000 · Utilities	1,959.37	2,100.00	-140.63	93.3%
P70000 · Park Expense - Other	0.00	18,092.00	-18,092.00	0.0%
Total P70000 · Park Expense	30,948.99	36,184.00	-5,235.01	85.53%
P77000 · Travel & Training	464.75			
Water Net	-7,458.11			
Sewer Net	1,744.55			
MCC Net	18,097.44			
Park Net	-13,413.74			
District Total	-1,029.86			
Ent Net	-5,713.56			
Non-Ent Net	4,683.70			

Manila Community Services District Board of Directors

Agenda Summary

Receive FY20 Audited Financial Reports and communications to the board	**Meeting Date: December 21, 2021** Agenda Item: **4**

Summary:
Our audit for FY 20 (2 years ago) is completed and attached herein along with (2) letters addressed to the board. Staff comments on the letters (the auditor's findings) are included in the actual letters themselves.

If there are any specific questions the board would like to have the auditor answer, staff requests that they either submit them in writing to staff via the district office or consider the formation of an audit committee (to avoid potential issues with ex parte communications directly to contracted professional consultants).

Our auditor Don Cole, CPA is not present at this meeting but will be requested to present the next statements or as requested by the board.

The board is asked to receive/file this report. Recommended Motion:

I move/second to receive and file report (or as amended):
Vote:

DON COLE
& COMPANY
CERTIFIED PUBLIC ACCOUNTANT

2701 Del Paso Road, Suite 130-131
Sacramento, California 95835
Phone: (916) 925-5216
Fax: (916) 285-7194

MANILA COMMUNITY SERVICES DISTRICT
ANNUAL FINANCIAL REPORT
INDEPENDENT AUDITOR'S REPORTS
FOR THE FISCAL YEAR ENDED
JUNE 30, 2020

MANILA COMMUNITY SERVICES DISTRICT
ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020
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DON COLE
& COMPANY
CERTIFIED PUBLIC ACCOUNTANT

2701 Del Paso Road, Suite 130-131
Sacramento, California 95835
Phone: (916) 925-5216
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Manila Community Services District

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Manila Community Services District, California as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Manila Community Services District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Summary of Opinions

Opinion Unit	Type of Opinion
Governmental Activities	Qualified
Business-type Activities	Qualified
General Fund & Enterprise Fund	Qualified
Teen Fund	Unmodified

Basis for Qualified Opinions on All Opinion Units except Teen Fund

Management has not been able to provide sufficient information to demonstrate that the General Fund has the ability to repay the interfund loan payable to the enterprise fund within a reasonable period of time. Accounting principles generally accepted in the United States of America require that if repayment is not expected within a reasonable period of time, that the interfund balance should be reduced, and the lender fund should report a transfer to the borrower fund for the amount that is not expected to be repaid within a reasonable period of time. The balance of the interfund loan was $166,341 at June 30, 2020.

Qualified Opinions

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinions on All Opinion Units except the Teen Fund paragraph, the financial statements referred to above present fairly, in all material respects the respective financial position of the governmental activities, business-type activities, general fund, and enterprise fund of the Manila Community Service District, California, as of June 30, 2020 and the respective changes in financial position thereof, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Teen Fund of the Manila Community Services District, California as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-10 and budgetary comparison information on page 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Manila Community Services District, California's basic financial statements. The supplementary information 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.

The supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting

and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

Don Cole & Company

Don Cole & Company
Sacramento, California

October 11, 2021

MANILA COMMUNITY SERVICES DISTRICT
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE FISCAL YEAR ENDED JUNE 30, 2020

INTRODUCTION

As management of the Manila Community Services District (the District), we offer readers this discussion and analysis of the District's financial performance for the fiscal year ended June 30, 2020. Readers are encouraged to consider the information presented here in conjunction with additional information, which can be found in the District's financial statements that follow this discussion.

FINANCIAL HIGHLIGHTS

- The District's net position at the end of the year increased by $53,263 over the course of this year's operations. The net position of our business-type activities increased by $41,623 and there was a $11,613 increase in the net position of our governmental activities.

- During the year, the costs of operating the District's governmental activities were $21,044 more than the related program revenues. The net position increased $11,613 by using property tax and other revenues of $32,657. Property taxes, rent revenues, and other user fees are used to fund the governmental activities.

- In the District's business-type activities, there was in fiscal 2020 a $41,623 net increase after depreciation charges of $30,084.

- At year-end, there was $126,612 in cash and investments to fund future governmental activities, and $418,386 in cash and investments to fund future business-type activities.

- The General fund ended fiscal 2020 with a fund deficit of $58,345. This was a $31,512 improvement over fiscal 2019. The Teen fund ended 2020 with a residual $24,700 fund balance after curtailment of Teen fund programs and funding grants.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts – management's *discussion and analysis* (this section), the *basic financial statements, notes to the basic financial statements, and required supplementary information.* The basic financial statements include two kinds of statements that present different views of the District.

The first two statements are *government-wide financial statements* that provide both long-term and short-term information about the District's overall financial status. The remaining statements are fund financial statements that focus on individual parts of the District government, reporting the District's operations in more detail than the government-wide statements.

- The *governmental funds* statements tell how general government services like recreation, youth activities, the community center, and general administration were financed in the short term as well as what remains for future spending.

- *Proprietary fund* statements offer short- and long-term financial information about the activities the government operates like businesses, such as the water and wastewater operations.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

Figure 1 summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Figure 1

Major Features of Manila Community Services District Government-wide and Fund Financial Statements

		Fund Statements	
	Government-wide Statements	Governmental Funds	Proprietary Funds
Scope	Entire District	The activities of the District that is not proprietary or fiduciary, such as community center, parks and recreation	Activities the District operates similar to private businesses: the water and wastewater operations
Required financial statements	• Statement of net position • Statement of activities	• Balance sheet • Statement of revenues, expenditures, and changes in fund balances	• Statement of net position • Statement of revenues, expenses, and changes in net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset / liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term
Type of inflow / outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid

Government-wide Statements

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes *all* the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's *net position* and how it has changed. Net position – the difference between the District's assets and liabilities – is one way to measure the District's financial health, or *position.*

Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the District are divided into two categories:

- *Governmental Activities* – The District's basic services for community center activities, recreation and parks, youth programs and general government are included here. Rents, state and local grants, and charges for services finance most of these activities.
- *Business-Type Activities* – The District charges fees to customers to help it cover the costs of certain services it provides. The District's water and wastewater activities are included here.

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE FISCAL YEAR ENDED JUNE 30, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

The Board of Directors establishes certain funds to control and manage money for particular purposes or to show that it is properly using certain grants (like youth program grants).

The District has two kinds of funds:

- *Governmental funds* – Community center, parks and recreation and district administration basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flows in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term view* that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental fund statements, or on the subsequent page, that explains the relationship (or differences) between them.

- *Proprietary Funds* – Services which are primarily supported by fees and charges for services, such as the water and wastewater, are generally reported in proprietary funds. Proprietary funds, like the government-wide statements, provide both long- and short-term financial information.

  In fact, the District's enterprise funds (one type of proprietary fund) are the same as its business-type activities, but provide more detail and additional information, such as cash flows.

FINANCIAL ANALYSIS OF THE GOVERNMENT-WIDE FINANCIAL STATEMENTS

Net Position. The District's *combined* net position increased by a net $53,263 between fiscal years 2019 and 2020.

Table 1
Summary of Net Position
Fiscal Years 2018-19 and 2019-20
(2019 rounded to nearest hundred)

	Governmental Activities		Business-type Activities		Total		Total Percentage Change
	2019	2020	2019	2020	2019	2020	2019-2020
ASSETS:							
Current and other assets	$ 113,900	$ 132,670	$ 556,700	$ 483,145	$ 670,600	$ 615,815	-8%
Internal balances	(174,300)	(166,341)	174,300	166,341	-	-	0%
Capital assets, net	1,144,700	1,125,289	1,518,700	1,509,220	2,663,400	2,634,509	-1%
Total assets	$ 1,084,300	$ 1,091,618	$ 2,249,700	$ 2,158,706	$ 3,334,000	$ 3,250,324	-3%
LIABILITIES:							
Current liabilities	$ 6,500	$ 2,212	$ 197,500	$ 64,849	$ 204,000	$ 67,061	-67%
Noncurrent liabilities	-	-	-	-	-	-	0%
Total liabilities	$ 6,500	$ 2,212	$ 197,500	$ 64,849	$ 204,000	$ 67,061	-67%
NET POSITION:							
Invested in capital assets	$ 1,144,700	$ 1,125,289	$ 1,518,700	$ 1,509,220	$ 2,663,400	$ 2,634,509	-1%
Restricted	24,700	24,674	121,500	138,111	146,500	162,785	11%
Unrestricted	(91,600)	(60,557)	412,000	446,526	320,400	385,969	20%
Total net position	$ 1,077,800	$ 1,089,406	$ 2,052,200	$ 2,093,857	$ 3,130,000	$ 3,183,263	2%

FINANCIAL ANALYSIS OF THE GOVERNMENT-WIDE FINANCIAL STATEMENTS

Net position of the District's governmental activities increased by $11,613 to $1.09 million. About 100% of the net position relating to governmental activities is represented by the District's investment in capital assets (land, equipment and facilities). The District has no significant debt relating to its governmental activities.

The net position of the District's business-type activities increased slightly in fiscal year 2020. These resources generally cannot be used for governmental activities. The District uses these net resources to finance the continuing operations of the District's water and wastewater activities.

There was in fiscal 2020 a $41,623 net increase in the net position of the District business type activities. In fiscal 2018, the District completed the $500,000 grant project for the water system design costs. The District anticipates being able to obtain State grant and loan funding to be able to proceed with water system improvements.

Changes in net position. The District's total revenues in fiscal year 2020 were $534,584 (see Table 2) which was about $224,000 less than 2019 revenues. Most of this decrease was the result of lower grant revenues in 2020 than from 2019. Virtually 89 cents of every dollar raised by the District comes from charges for providing water, wastewater collection services, and community center rents and recreation fees. The remaining 11 cents of every dollar raised comes from property taxes and grants.

The total cost of all programs and services in fiscal 2020 decreased about $61,000 to $481,348. The District's expenses cover a range of services, with about 79% related to water and wastewater and the remaining 21% pertaining to the community center, parks and recreation activities.

Sources of revenues for the District's governmental and business type activities in fiscal 2020 were as follows:

Sources of District revenues	Percentage
Charges for services	89%
Operating & capital contributions	4%
Property taxes	6%
Other revenues	1%
Total sources	100%

Functional expenses of the District for fiscal 2020 were as follows:

Expense category	Percentage
Parks and recreation	5%
Community center	16%
Water	37%
Wastewater	42%
Total functional expenses by function	100%

FINANCIAL ANALYSIS OF THE GOVERNMENT-WIDE FINANCIAL STATEMENTS

Revenues and expenses of the District

Table 2
Summary of Change in Net Position
Fiscal Years 2018-19 and 2019-20
(2019 rounded to the nearest hundred dollars)

	Governmental Activities		Business-type Activities		Total		Total Percentage Change
	2019	2020	2019	2020	2019	2020	2019-2020
PROGRAM REVENUES:							
Charges for services	$ 81,900	$ 82,500	$ 368,400	$ 393,842	$ 450,300	$ 476,342	6%
Capital contributions	-	-	276,000	20,558	276,000	20,558	-93%
GENERAL REVENUES:							
Property taxes	29,200	31,130	-	-	29,200	31,130	7%
Other revenues	-	1,527	3,600	5,027	3,600	6,554	82%
Total revenues	111,100	115,157	648,000	419,427	759,100	534,584	-30%
EXPENSES:							
Parks and recreation	30,600	26,067	-	-	30,600	26,067	-15%
Community center	107,500	77,477	-	-	107,500	77,477	-28%
Water	-	-	207,100	178,085	207,100	178,085	-14%
Wastewater	-	-	197,400	199.719	197,400	199,719	1%
Total expenses	138,100	103,544	404,500	377.804	542,600	481,348	-11%
Excess (deficiency)	(27,000)	11,613	243,500	41,623	216,500	53,236	-75%
Transfers	-	-	-	-	-	-	0%
Change in net position	$ (27,000)	$ 11,613	$ 243,500	$ 41,623	$ 216,500	$ 53,236	-75%

The decrease in the District's change in net position in fiscal year 2020 compared to 2019 was largely due to the decrease in grant revenue and partially offset by decreases in expenses.

Governmental Activities

The governmental activities operated at a net gain of $11,613, an increase of about $39,000 over the prior year. Of that, there was about a $4,000 increase in revenues compared to 2019 with slight increases in all revenue categories. Expenses decreased about $35,000 compared to 2019 with decreases of about $5,000 and $30,000 in the parks and recreation and the community center respectively. Most of these costs are funded by those who directly benefited from the programs and property taxes of about $31,000.

Business-type Activities

The business-type activities operated at a net gain of $41,623 a decrease of about $202,000 compared to 2019. There was about a $225,000 decrease in revenues largely due to about a $255,000 decrease in grant revenue offset largely by an increase in customer service revenues of about $25,000 (no capital connection revenues in fiscal 2020).
Expenses in fiscal 2020 reported a combined decrease of about $27,000 compared to fiscal 2019. The main reason for the decrease in expenses was the reduced activity of the agency due to the pandemic.

FINANCIAL ANALYSIS OF THE FUND STATEMENTS

As the District completed the year, its governmental funds reported a *combined* fund deficit of $33,671. This was $31,512 lower compared to the end of 2019.

The District's one enterprise fund ended the 2020 fiscal year with $446,526 in unrestricted net position consisting primarily of cash and investments. In addition, the enterprise fund had $123,475 in cash restricted for capital facilities and capital connection fees to be used for system connections.

FINANCIAL ANALYSIS OF THE FUND STATEMENTS

General Fund and Teen Fund Budgetary Highlights

General fund spending was $10,150 less than the final budgeted costs. General fund revenues were $21,143 over what was anticipated for fiscal 2020 mostly from property taxes and rents.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2020, the District had invested $2.6 million (after accumulated depreciation) in a broad range of capital assets, including land, buildings, equipment, vehicles, park facilities, community center, water treatment and distribution, and wastewater collection and treatment facilities. Additional information about the District's capital assets can be found on page 25 of this report.

Table 3
CAPITAL ASSETS, NET OF DEPRECIATION
Fiscal Years 2018-19 and 2019-20
(2019 rounded to the nearest hundred dollars)

	Governmental Activities		Business-type Activities		Total		Total Percentage Change
	2019	2020	2019	2020	2019	2020	2019-2020
Land and work in progress	$ 740,900	$ 740,898	$ 755,700	$ 775,527	$ 1,496,600	$ 1,516,425	1%
Buildings and improvements	1,037,700	1,044,875	-	-	1,037,70	1,044,875	1%
Machinery and equipment	67,000	67,233	149,300	149,298	216,300	216,531	0%
Water plant and system	-	-	343,000	342,988	343,000	342,988	0%
Wastewater system	-	-	5,460,600	5,461,310	5,460,600	5,461,310	0%
Total	1,845,600	1,853,006	6,708,600	6,729,123	8,554,200	8,582,129	0%
Accumulated depreciation	(700,900)	(727,717)	(5,189,800)	(5,219,903)	(5,890,700)	(5,947,620)	1%
Net capital assets	$ 1,144,700	$ 1,125,289	$ 1,518,800	$ 1,509,220	$ 2,663,500	$ 2,634,509	-1%

The District was awarded in fiscal 2017 a $500,000 water system improvement grant by the State of California. The project was commenced in fiscal 2017 and continued in 2018. Construction funding is currently being pursued.

Long-term Debt

The District has been able to conduct its operations and maintain and develop its capital facilities and systems without the need to incur significant long-term borrowing except of a State Loan for water system improvements that was fully retired in fiscal 2018. The District has no long-term debt outstanding at year end.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

For the 2021 fiscal year, the general fund revenues are expected to remain stable.

Much of the 2021 fiscal year will be devoted to acquiring construction funding for water system improvements, flood protection and park improvement grant funds.

The District's wastewater system is approaching the end of its useful life and may need replacement or modernization in the near future. The District may need to consider ways of financing such system improvements. The District is expecting financial assistance from the State in the form of either loans or grants to modernize its water and wastewater facilities.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the General Manager, Manila Community Services District, 1901 Park Street, Arcata, California 95521.

MANILA COMMUNITY SERVICES DISTRICT
BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

MANILA COMMUNITY SERVICES DISTRICT

GOVERNMENT-WIDE STATEMENT OF NET POSITION
AS OF JUNE 30, 2020

	Governmental Activities	Business-type Activities	Total
ASSETS:			
Current assets:			
Cash and cash equivalents	$ 126,612	$ 280,275	$ 406,887
Accounts receivables	6,058	50,496	56,554
Inventory	-	14,263	14,263
Total current assets	132,670	345,034	477,704
Restricted assets:			
Restricted cash and cash equivalents	-	138,111	138,111
Total restricted assets	-	138,111	138,111
Noncurrent assets:			
Internal balances	(166,341)	166,341	-
Net capital assets	1,125,289	1,509,220	2,634,509
Total noncurrent assets	958,948	1,675,561	2,634,509
Total assets	$ 1,091,618	$ 2,158,706	$ 3,250,324
LIABILITIES:			
Current liabilities:			
Accounts payable	$ -	$ 6,925	$ 6,925
Accrued payroll	-	1,640	1,640
Deposits	-	17,462	17,462
Compensated absences	2 212	12,667	14,879
Unearned capital connections	-	26,155	26,155
Total current liabilities	2,212	64,849	67,061
Noncurrent liabilities:			
Compensated absences	-	-	-
Total noncurrent liabilities	-	-	-
Total liabilities	$ 2,212	$ 64,849	$ 67,061
NET POSITION:			
Invested in capital assets, net of related debt	$ 1,125,289	$ 1,509,220	$ 2,634,509
Restricted for:			
Debt service	-	14,636	14,636
Capital projects	-	123,475	123,475
Teen programs	24,674	-	24,674
Unrestricted	(60,557)	446,526	385,969
Total net position	$ 1,089,406	$ 2,093,857	$ 3,183,263

See accompanying notes to basic financial statements

MANILA COMMUNITY SERVICES DISTRICT

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

		Program Revenues			Net (Expenses) Revenue		
			Grants and Other Contributions				
Functions/Programs	Operating Expenses	Charges for Services	Operating	Capital	Governmental Activities	Business-type Activities	Total
Governmental activities:							
Parks and recreation	$ 26,067	$ 5,148	$ -	$ -	$ (20,919)	$ -	$ (20,919)
Community center	77,477	77,352	-	-	(125)	-	(125)
Total governmental activities	103,544	82,500	-	-	(21,044)	-	(21,044)
Business-type activities:							
Water	178,085	196,173	-	-	-	18,088	18,088
Wastewater	199,719	197,669	-	20,558	-	18,508	18,508
Total business-type activities	377,804	393,842	-	20,558	-	36,596	36,596
Total District government	$ 481,348	$ 476,342	$ -	$ 20,558	(21,044)	36,596	15,552

General revenues:			
Property taxes	31,130	-	31,130
Interest and investment earnings	1,527	5,027	6,554
Total general revenues and transfers	32,657	5,027	37,684
Changes in net position	11,613	41,623	53,236
Net position, beginning of year	1,077,793	2,052,234	3,130,027
Net position, end of year	$ 1,089,406	$ 2,093,857	$ 3,183,263

See accompanying notes to basic financial statements

MANILA COMMUNITY SERVICES DISTRICT

BALANCE SHEET
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2020

	Major	Non-major	
	General Fund	Teen Fund	Total Governmental Funds
ASSETS:			
Cash and cash equivalents:			
Cash in bank	$ 32,706	$ -	$ 32,706
Cash with Humboldt County	93,906	-	93,906
Accounts receivable	6,058	-	6,058
Due from other funds	-	24,674	24,674
Total assets	$ 132,670	$ 24,674	$ 157,344
LIABILITIES AND FUND BALANCES:			
LIABILITIES:			
Accounts payable	$ -	$ -	$ -
Accrued payroll liabilities	-	-	-
Deposits	-	-	-
Due to other funds	24,674	-	24,674
Advances from other funds	166,341	-	166,341
Unearned advances	-	-	-
Total liabilities	191,015	-	191,015
FUND BALANCES:			
Restricted for teen programs	-	24,674	24,674
Unassigned	(58,345)	-	(58,345)
Total fund balances	(58,345)	24,674	(33,671)
Total liabilities and fund balances	$ 132,670	$ 24,674	$ 157,344

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION

Total fund balances, governmental funds	$ (33,671)
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
Capital assets	1,853,006
Accumulated depreciation	(727,717)
Compensated absences do not require the use of current financial resources and are not reported in the funds.	(2,212)
Total net position – governmental activities	$ 1,089,406

See accompanying notes to basic financial statements

MANILA COMMUNITY SERVICES DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Major	Non-major	
	General Fund	Teen Fund	Total Governmental Funds
REVENUES:			
Rents	$ 80,195	$ -	$ 80,195
Charges for services	2,305	-	2,305
Property taxes	31,130	-	31,130
Interest income	1,527	-	1,527
Total revenues	115,157	-	115,157
EXPENDITURES:			
Parks	23,029	-	23,029
Community center	53,206	-	53,206
Capital outlay	7,410	-	7,410
Total expenditures	83,645	-	83,645
Net change in fund balance	31,512	-	31,512
Fund balance, July 1	(89,857)	24,674	(65,183)
Fund balance, June 30	$ (58,345)	$ 24,674	$ (33,671)

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Total net change in fund balance, governmental funds	$ 31,512
Amounts reported for governmental activities in the statement of activities are different from amounts reported in government funds because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives as depreciation expense.	
Capital outlays	7,410
Depreciation expense	(26,797)
Governmental funds reported compensated absences when they become due and payable and require the use of current financial resources	(512)
Change in net position – governmental activities	$ 11,613

See accompanying notes to basic financial statements

MANILA COMMUNITY SERVICES DISTRICT

STATEMENT OF NET POSITION – PROPRIETARY FUND
AS OF JUNE 30, 2020

	Major
ASSETS:	
Current assets:	
Cash and cash equivalents:	
Cash in bank	$ 103,152
Cash with Humboldt County	163,952
Local agency investment fund	13,171
Accounts receivables	50,496
Materials and supplies inventory	14,263
Total current assets	345,034
Restricted assets:	
Cash equivalents – debt service	14,636
Cash equivalents – capital projects	123,475
Total restricted assets	138,111
Capital assets:	
Capital assets not being depreciated	775,527
Capital assets being depreciated:	
Buildings and improvements	5,804,298
Machinery and equipment	149,298
Less accumulated depreciation	(5,219,903)
Net capital assets	1,509,220
Other assets:	
Advances to other funds	166,341
Total other assets	166,341
Total assets	$ 2,158,706
LIABILITIES:	
Current liabilities:	
Accounts payable	$ 6,925
Accrued liabilities	1,640
Customer deposits	17,465
Unearned capital connections	26,155
Compensated absences	12,667
Total current liabilities	64,849
Total liabilities	$ 64,849
NET POSITION:	
Invested in capital assets, net of related debt	$ 1,509,220
Restricted for debt service	14,636
Restricted for capital projects	123,475
Unrestricted	446,526
Total net position	$ 2,093,857

See accompanying notes to basic financial statements

MANILA COMMUNITY SERVICES DISTRICT

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Major
OPERATING REVENUES:	
Charges for services	$ 379,433
Other operating revenue	14,409
Total operating revenues	393,842
OPERATING EXPENDITURES:	
Salaries, wages and benefits	170,279
Administration	26,273
Maintenance	44,966
Professional fees	12,008
Travel and utilities	18,581
Water purchases	75,613
Other expenses	-
Depreciation	30,084
Total operating expenses	377,804
Operating income (loss)	16,038
NONOPERATING REVENUES:	
Interest revenue	5,027
Total nonoperating revenue	5,027
Capital contributions	20,558
Change in net position	41,623
Net position, July 1	2,052,234
Net position, June 30	$ 2,093,857

See accompanying notes to basic financial statements

MANILA COMMUNITY SERVICES DISTRICT

STATEMENT OF CASH FLOWS – PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Major
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash received from customers	$ 491,578
Cash payments to suppliers for goods and services	(291,988)
Cash payments to employees for wages and benefits	(179,319)
Net cash provided by (used for) operating activities	20,271
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Advances to other funds	8.000
Net cash provided by noncapital financing activities	8,000
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Purchase of capital assets	(20,558)
Proposition 1 and 2 capital grants	20,558
Net cash provided by (used for) capital and related financing activities	-
CASH FLOWS FROM INVESTING ACTIVITIES:	
Investment interest received	5,027
Net cash provided by investing activities	5,027
Increase (decrease) in cash and cash equivalents	33,298
Cash and investments, beginning of the year	385,088
Cash and investments, end of the year	$ 418,386
Cash in bank	$ 103,152
Cash with Humboldt County	163,952
Local agency investment fund	13,171
Restricted cash	138,111
Cash and cash equivalents, end of the year	$ 418,386
Reconciliation of operating income (loss) to cash provided by (used for) operating activities:	
Operating income (loss)	$ 16,038
Adjustments to reconcile operating income to cash provided (used) by operating activities:	
Non-cash items:	
Depreciation expense	30,084
(Increase) decrease in assets:	
Accounts receivable	106,806
Increase (decrease) in liabilities:	
Accounts payable	(114,547)
Deposits	(9,070)
Payroll liabilities	(9,152)
Compensated absences	112
Net cash provided by (used for) operating activities	$ 20,271

See accompanying notes to basic financial statements

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Manila Community Services District (District) is governed entity administered by a Board of Directors (Board) that acts as the authoritative and legislative body of the entity. The Board is comprised of five board members who are elected by voters living within the District's boundaries. The reporting entity for the District includes all the funds and operations under the jurisdiction of the District. There are no component or blended component units that are part of the District's operations.

Accounting Policies

The District operates as a self-governing governmental unit within the State of California. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

Government-wide Financial Statements

The statement of net position and the statement of activities display information about the District and the primary government as a whole. These statements distinguish between the governmental and business-type activities of the District. The District's General and Teen funds are classified as governmental activities. The District's Water and Wastewater services are classified as business-type activities.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in the preparation of the proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

In the government-wide statement of net position, both the governmental and business-type activities columns are presented on a consolidated basis by column. The accrual basis of accounting recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in three parts – invested in capital assets, net of related debt; restricted net position; and unrestricted net position. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

The government-wide statement of activities presents a comparison between expenses, both direct and indirect, and program revenues for each segment of the business-type activities of the District and for each governmental program. *Direct expenses* are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. *Program revenues* include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Revenues that are not classified as program revenues are presented as *general revenues*. Internally dedicated resources are reported as general revenues rather than as program revenue. Taxes and other items properly not included in program revenues are reported as general revenues.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Financial Statements

The accounts of the District are organized on the basis of funds, each of which is considered to be 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. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The governmental funds (General and Teen funds) financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The proprietary funds (Water and Wastewater funds) financial statements are reported using the economic resources measurement focus and the accrual basis of accounting.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories.

Governmental Funds

General Fund is the general operating fund of the District. It is used to account parks, community center and all financial resources except those required to be accounted for in another fund.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

The District reports the General fund as a major governmental funds.

Proprietary Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis financed or recovered primarily through user charges.

The District reports the Utility fund as a major enterprise funds.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual

Both governmental and business-type activities in the government-wide financial statements and the proprietary fund financial statements are presented on the accrual basis of accounting. Property taxes are reported in the period for which levied. Other non-exchange revenues, including intergovernmental revenues and grants, are reported when all eligibility requirements have been met. Fees and charges and other exchange revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measureable and available. "Available" means collectable within the current period or within 60 days after year end. Property taxes, intergovernmental revenues, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measureable and available only when cash is received by the government. Expenditures are recognized when the related liability is incurred. Exceptions to this general rule include principal and interest on general obligation long-term debt and employee vacation and sick leave, which are recognized when due and payable.

Cash and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and all highly liquid investments with an original maturity of three months or less from the date of acquisition.

The District is authorized by its most recent investment policy to invest in the State of California Local Agency Investment Fund (LAIF), time deposits and savings and demand accounts and the Humboldt County Treasurer's Investment Pool. As a means of limiting its exposure to fair value losses the District's investment policy limits its investments portfolio to investments in securities having maturities less than five years at the time of purchase.

Investments for the District are reported at fair value. LAIF and the Humboldt County Treasurer's Investment Pool operate in accordance with appropriate state laws and regulations. The reported value of the pools is the same as the fair value of the pool shares using the fair value hierarchy. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

Certain resources set aside for the repayment of debt obligation and the purchase of capital assets are classified as restricted cash because their use is legally restricted.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. In the fund financial statements, receivables are revenues that are usually both measurable and available.

The District uses the direct write-off method for uncollectible accounts.

Inventories

All inventories are valued at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when used or consumed.

Capital Assets and Depreciation

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are long-lived assets of the District as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized in the government-wide statements. Capital assets are defined by the government as assets with an initial, individual cost of more than $5,000 and an estimated useful life of more than five years. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value to an asset or materially extend assets lives are not capitalized.

Capital assets in the proprietary funds are capitalized in the fund in which they are utilized. The valuation basis for proprietary fund capital assets are the same as those used for the general capital assets. Acquisition, construction, and installation costs incurred have been charged to (or capitalized in) capital assets.

Under the GASB Statement No. 34 Implementation Rules, the District is a Phase 3 entity and was not required to record infrastructure assets existing or acquired prior to July 1, 2003 at the date these new financial reporting standards were implemented; and the District has not recorded such assets.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of the business-type activities is included as part of the capitalized value of the assets constructed. Depreciation of capital assets is computed using the straight-line method over the following estimated useful lives:

Assets	Years
Building and improvements	30 to 60
Plants	45 to 50
Mains and laterals	30
Machinery and equipment	5 to 15

Compensated Absences

It is the District's policy to permit employees to accumulate earned but unused vacation. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Unearned Capital Connections

Unearned capital connections arise when resources are received by the District before it provides the services (i.e., when money is received for water and wastewater connections prior to the District performing the connections).

Interfund Activity

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a nonspendable fund balance account in applicable government funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All other interfund transactions are treated as transfers. Transfers between governmental or between proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as invested in capital assets (net of related debt), restricted, and unrestricted.

- *Invested in Capital Assets, Net of Related Debt* – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted Net Position* – This category presents external restrictions imposed by creditors, grantors, contributors, laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted Net Position* – This category represents net position of the District not restricted for any project or other purpose.

In the government-wide financial statements, when both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the District classifies governmental fund balances as follows:

- *Non-spendable* – includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- *Restricted* – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors of amounts constrained due to constitutional provisions or enabling legislation.
- *Committed* – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end.
- *Assigned* – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance maybe assigned by the District Manager or Department Heads with District Council approval.
- *Unassigned* – includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

The District uses restricted or committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents or contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

Property Tax

Property taxes are levied as of March 1 on property values assessed as of the same date. State statutes provide that the property tax rate be limited generally to one percent of market value, be levied by only the County, and be shared by applicable jurisdictions on the basis of assessed valuations subject to voter-approved debt. Property taxes are due on November 1 and March 1, and become delinquent on December 10 and April 10. The District receives property taxes pursuant to an arrangement with the County known as the "Teeter Plan." Under the plan, the County assumes responsibility for the collection of delinquent taxes and pays the full allocation to the District. The District recognizes property tax revenues in the fiscal year in which they are due to the District.

Operating Revenues and Expenses in Proprietary Funds

The District's proprietary funds distinguish between operating and nonoperating revenues and expenses. Operating revenues and expenses of the District's Water and Sewer funds consist of charges for services and the costs of providing those services, including depreciation and excluding interest cost. All other revenues and expenses are reported as nonoperating.

Budgetary Policy and Data

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. Appropriations lapse at fiscal year-end. The appropriated budget is prepared by fund, function and department. The District Manager may make transfers of appropriations within a department. Transfers between departments and other changes require Board of Director's approval.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates and Assumptions

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 the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Note 2 CASH AND CASH EQUIVALENTS

Cash and investments as of June 30, 2020 are classified in the accompanying financial statements as follows:

	Governmental	Business-type	Total
Cash and cash equivalents:			
Cash in bank	$ 32,706	$ 103,152	$ 135,858
Cash with Humboldt County	93,903	163,952	257,858
Local agency investment fund	-	13,171	13,171
Total cash and cash equivalents	126,612	280,275	406,887
Restricted cash and cash equivalents:			
Restricted for debt service:			
Cash with Humboldt County	-	14,636	14,636
Restricted for capital assets:			
Cash with Humboldt County	-	123,475	123,475
Total restricted cash and cash equivalents	-	138,111	138,111
TOTAL	$ 126,612	$ 418,386	$ 544,998

Custodial credit risk

GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, requires additional disclosures about a government's deposits and investments risk that include custodial credit risk. Custodial credit risk is the risk that in the event of a bank or counterparty failure the District's deposits or value of its investments may not be returned to it.

The California Government Code requires California banks and savings and loan associations to collateralize a District's deposits by pledging government securities. The market value of pledged securities must equal at least 110 percent of a District's deposits. California law also allows financial institutions to collateralize District deposits by pledging first trust deed mortgage notes having a value of 150 percent of a District's total deposits. The District may waive collateral requirements for deposits which are fully insured up to $250,000 by Federal Deposit insurance.

At year end, the carrying amount of the District's cash in bank was $135,858 and the bank balance was $133,208. Differences between the bank balance and the carrying amount represents outstanding checks and deposits in transit. The bank balances are insured/collateralized as noted above.

Investments in LAIF and the Humboldt County Treasurer's Investment Fund are not evidenced by specific securities in the name of the District and are therefore not subject to custodial credit risk.

Note 3 CAPITAL ASSSETS AND DEPRECIATION

Governmental capital assets activity for the year ended June 30, 2020 was as follows:

GOVERNMENTAL ACTIVITIES:	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
Capital assets, not being depreciated:				
Land and rights of way	$ 740,898	$ -	$ -	$ 740,898
Total capital assets, not being depreciated	740,898	-	-	740,898
Depreciable capital assets:				
Buildings and improvements	1,037,465	7,410	-	1,044,875
Machinery and equipment	67,233	-	-	67,233
Total capital assets, being depreciated	1,104,698	7,410	-	1,112,108
Less: accumulated depreciation				
Buildings and improvements	(643,930)	(25,243)	-	(669,173)
Machinery and equipment	(56,990)	(1,554)	-	(58,544)
Total accumulated depreciation	(700,920)	(26,797)	-	(727,717)
Net capital assets, being depreciated	403,778	(19,387)	-	384,391
Governmental activities capital assets, net	$ 1,144,676	$ (19,387)	$ -	$ 1,125,289

Business-type capital assets activity for the year ended June 30, 2020 was as follows:

BUSINESS-TYPE ACTIVITIES:	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
Capital assets, not being depreciated:				
Land and rights of way	$ 86,585	$ -	$ -	$ 86,585
Construction in progress	668,385	20,557	-	688,942
Total capital assets, not being depreciated	754,970	20,557	-	775,527
Depreciable capital assets:				
Buildings and improvements	5,804,298	-	-	5,804,298
Machinery and equipment	149,298	-	-	149,298
Total capital assets, being depreciated	5,953,596	-	-	5,953,596
Less: accumulated depreciation				
Buildings and improvements	(5,043,517)	(29,304)	-	(5,072,821)
Machinery and equipment	(146,302)	(780)	-	(147,082)
Total accumulated depreciation	(5,189,819)	(30,084)	-	(5,219,903)
Net capital assets, being depreciated	763,777	(30,084)	-	733,693
Business-type activities capital assets, net	$ 1,518,747	$ (9,527)	$ -	$ 1,509,220

Note 3 CAPITAL ASSSETS AND DEPRECIATION (continued)

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

Governmental activities:	
Parks and recreation	$ 2,782
Community center	24,015
Total depreciation expense – governmental activities	$ 26,797
Business-type activities:	
Water	$ 2,612
Wastewater	27,472
Total depreciation expense – business-type activities	$ 30,084

Note 4 LONG-TERM LIABILITIES

The following is a summary of long-term liability transactions for the year ended June 30, 2020:

	Balance June 30, 2019	Additions	Deletions	Balance June 30, 2020	Due in One Year
Governmental activities:					
Compensated absences	$ 1,700	$ 2,106	$ (1,594)	$ 2,212	$ 2,212
Business-type activities:					
Compensated absences	12,755	10,758	(10,846)	12,667	12,667
Total	$ 14,445	$ 12,864	$ (12,440)	$ 14,879	$ 14,879

Note 5 INTERFUND ACTIVITY

Interfund transactions are reported as loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation.

Interfund receivable and payable balances were comprised of the following as of June 30, 2020:

	Due from other funds	Due to other funds
Major governmental funds:		
General Fund	$ -	$ 24,674
Non-major governmental funds:		
Teen Fund	24,674	-
Total due from/to other funds	$ 24,674	$ 24,674

	Advances to other funds	Advances from other funds
Major governmental funds:		
General Fund	$ -	$ 166,341
Major business-type funds:		
Utility Fund	166,341	-
Total advances from/to other funds	$ 166,341	$ 166,341

Note 6 DEFICIT FUND BALANCES

The following funds had deficits in fund balances at June 30, 2020:

Major governmental funds:	
General Fund	$ 58,345

Note 7 RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, and natural disasters for which the District carries insurance. The District, due to the costs of available coverage, participates as a member of the Special District Risk Management Authority (SDRMA) for purposes of general liability, property coverages and for workers compensation insurance.

The SDRMA provides joint protection programs for public entities covering automobile, general liability, errors and omissions claims. Under the program, the District has a $500 retention limit similar to a deductible with the SDRMA being responsible for losses above that amount up to $2.5 million for liability combined single limit. Property coverage is also provided up to the replacement cost of the property with a combined total for SDRMA members of one billion dollars per occurrence.

The SDRMA also provides employee dishonesty coverage with limits of $1 million per loss. Boiler and machinery coverage is provided to members with coverage of up to $100 million of replacement cost, and comprehensive and collision on selected vehicles. The District's obligations under the arrangement are to pay billed premiums for the specified coverages. The SDRMA may pay dividends to members or may make additional assessments depending on loss experience, but no dividends have been declared and no additional assessments have been levied.

The SDRMA provides worker's compensation statutory insurance coverage and $5 million for Employer's liability coverage subject to the terms, conditions, and exclusions provided in the memorandum of Coverage. Financial information pertaining to SDRMA can be obtained from its administrative offices at 1112 I Street, Suite 300, Sacramento, California 95814.

Liabilities of the District are reported in the statement of net position when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors. The District's only exposure to claim liabilities would be for losses or additional assessments, if any, not covered by or imposed by SDRMA. There have been no significant changes in insurance coverages in fiscal 2020. Settlements have not exceeded coverage for each of the past four fiscal year. The District had no material uninsured claim liabilities at June 30, 2020 or 2019.

Note 8 COMMITMENTS AND CONTINGENCIES

The District has received or receivable from grant agencies for specific purposes that are subject to review and audit by the grantor agencies, principally the county and state government. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

In the natural course of events, the District can be named in lawsuits resulting in legal action against the District from normal operations. No amounts are provided in the accompanying financial statements for such contingencies.

Note 9 SUBSEQUENT EVENTS

Management of the District has evaluated the events subsequent to June 30, 2020 for disclosure and has determined that as of October 11, 2021 there are no material subsequent events that should be disclosed. If events requiring disclosure have occurred between the balance sheet date and the date the financial statements were available to be issued they would be disclosed here.

MANILA COMMUNITY SERVICES DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED
JUNE 30, 2020

MANILA COMMUNITY SERVICES DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

1. BUDGETARY INFORMATION

The following is the budget comparison schedule for the District's governmental funds:

	Budget Amounts			Variance with Final Budget
	Original	Final	Actual	
Fund Balances, July 1, 2019	$ (89,857)	$ (89,857)	$ (89,857)	
Resources (inflows):				
Rents:				
Community center	70,014	70,014	77,352	7,338
Charges for services:				
Recreation vehicles	2,500	2,500	2,305	(195)
Interest	-	-	1,527	1,527
Miscellaneous:				
Other	1,500	1,500	2,843	1,343
Property taxes	20,000	20,000	31,130	11,130
Amounts available for charges to appropriations	4,157	4,157	25,300	21,143
Charges to appropriations:				
Parks:				
Personnel	9,000	9,000	13,134	(4,134)
Utilities	3,662	3,662	2,140	1,522
Administration	4,342	4,342	5,704	(1,362)
Other costs	4,470	4,470	9,461	(4,991)
Total parks	21,474	21,474	30,439	(8,965)
Community center:				
Personnel	28,431	28,431	19,678	8,753
Utilities	4,542	4,542	12,931	(8,389)
Administration	4,848	4,848	4,894	(46)
Other costs	34,500	34,500	15,703	18,797
Total community center	72,321	72,321	53,206	19,115
Total charges to appropriations	93,795	93,795	83,645	10,150
Fund balances, June 30, 2020	$ (89,638)	$ (89,638)	$ (58,345)	$ 31,293

Note A. Explanation of difference between budgetary inflows and outflows and GAAP revenues and expenditures:

Sources/Inflows resources:	
Actual amounts "available for appropriation" from budgetary comparison schedule	$ 25,300
Differences – budget to GAAP:	
The fund balance at the beginning of the year is a budgetary resource but is not a current year revenue for financial reporting purposes	89,857
Total revenues as reported in the statement of revenues, expenditures and changes in fund balances – governmental funds	$ 115,157

MANILA COMMUNITY SERVICES DISTRICT
SUPPLEMENTARY INFORMATION SECTION
JUNE 30, 2020

MANILA COMMUNITY SERVICES DISTRICT
COMBINING SCHEDULE OF WATER AND WASTEWATER DEPARTMENTS
STATEMENT OF ACTIVITY
JUNE 30, 2020

	Water System	Wastewater System	Total
OPERATING REVENUES:			
Charges for services	$ 188,841	$ 190,592	$ 379,433
Other operating revenue	7,332	7,077	14,409
Total operating revenues	196,173	197,669	393,842
OPERATING EXPENDITURES:			
Salaries, wages and benefits	74,968	95,311	170,279
Administration	9,180	17,093	26,273
Maintenance	7,162	37,804	44,966
Professional fees	5,266	6,742	12,008
Travel and utilities	3,284	15,297	18,581
Water purchases	75,613	-	75,613
Depreciation	2,612	27,472	30,084
Total operating expenses	178,085	199,719	377,804
Operating income (loss)	18,088	(2,050)	16,038
NONOPERATING REVENUES:			
Interest revenue	5,027	-	5,027
Total nonoperating revenue	5,027	-	5,027
Capital contributions	-	20,558	20,558
Change in net position	23,115	18,508	41,623
Net position, July 1	695,916	1,356,318	2,052,234
Net position, June 30	$ 719,031	$ 1,374,826	$ 2,093,857

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MANAGEMENT LETTER

October 11, 2021

Board of Directors
Manila Community Services District
Arcata, California

In planning and performing my audit of the financial statements of the Manila Community Services District (the District) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America I considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* 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 and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies may exist that have not been identified.

I observed the following areas of improvement that rise to the level of material weaknesses:

Accounts Receivable / Contributed Capital – Prop 2 Wastewater Planning Grant

During the course of my audit I noted the District's Prop 2 receipt of reimbursable costs was entered as a reduction of the Prop 2 accounts receivable balance. However the District had not recognized that a receivable was due to the District from the granting agency. This resulted in the Prop 2 accounts receivable balance and contributed capital being understated by $20,558. I recommend the District record a receivable and recognize contributed capital when the granting agency is invoiced by the District. Completed

Construction in Progress / Prop 2 Expenses - Enterprise

During the course of my audit I noted the District did not capitalize as construction in progress its Prop 2 planning expenses. This resulted in the District's capital assets being understated and expenses being overstated by $20,558. I recommend the District's trial balance reflect the increased value of its enterprise fund capital assets (construction in progress) in accordance with the accrual basis of accounting. Completed

Capital Assets Depreciation - Enterprise

During the course of my audit I noted the District's depreciation expense on its enterprise fund assets was not recorded. This resulted in the accumulated depreciation and depreciation expense to be understated by $30,084. I recommend the District's trial balance reflect the decreased value of its capital assets by recording its depreciation expense on its enterprise fund capital assets in accordance with the accrual basis of accounting. We have a new depreciation schedule.

Accounts Payable / Expenses – Prior Year Accruals

During the course of my audit I noted the District did not reverse the prior year accrual of expenses. This resulted in accounts payable and expenses being overstated by $27,632. I recommend the District reverse accruals made to the accounts payable on the first day of the subsequent fiscal year to prevent expenses from being recorded twice. Implemented.

Interfund Activity Implemented. We've been carrying this fund for several years.
Supposed to be a transfer to HAF.

During the course of my audit I noted the District had not recorded the obligation owed to the Teen fund from the General fund. This resulted in a Teen fund asset and a General fund liability to be understated by $24,674. I recommend the District's trial balance reflect the circumstances as they exist including the recording of the obligation owed to the Teen fund from the General fund.

I observed the following areas of improvement that rise to the level of significant deficiencies:

Wells Fargo Cash Accounts Completed: this was a remnant from previous auditor.

During the course of my audit I noted the District's trial balance included two Wells Fargo cash accounts yet the bank statements showed the accounts had been closed three and a half years earlier. I recommend the District's trial balance reflect the circumstances as they exist including the elimination of bank account balances that have been closed.

Cash with Humboldt County / Revenues Pending A/C office statements (like everyone else).

During the course of my audit I noted the District had not updated its trial balance with the activity that had occurred with its cash account held at Humboldt County. Activity included transfer of funds from to the checking account, receipt of property taxes and interest earned. I recommend the District obtain monthly Trust Fund Account Balance reports from the County and record the activity noted.

Accounts Receivable / Revenues - Utilities New process implemented.

During the course of my audit I noted the District's accounts receivable balance for the utilities and the associated revenues did not agree with the balance of the UB Maxx billing system. I recommend the District record the receivable/revenue shown on the Pending Billing report (monthly billing report).

Customer Deposits New process implemented.

During the course of my audit I noted the District customer deposit balance did not agree with the deposit report. I recommend the District's trial balance reflect the circumstances as they exist including the proper recording of customer deposits received, customer deposits used and customer deposits refunded.

I observed the following areas of improvement that do not rise to the level of significant deficiencies or material weaknesses but are of sufficient importance to merit management's attention.

Cash Receipts New process implemented (more frequent trips to bank).

During the course of my audit I noted the District maintained a large amount of cash in the office safe. I recommend the District deposit its cash more frequently.

Central Coast Checking Reconciliation Increased review of stale transactions and reconciliation.

During the course of my audit I noted the District's reconciliation of the Central Coast checking account included multiple outstanding items (deposits in transit and outstanding checks) that were over one year old. I recommend the an individual outside of the reconciliation process review the monthly reconciliation, question and investigate or have investigated deposits in transit outstanding for more than 3 days as well as uncashed checks outstanding for more than 6 months.

Local Agency Investment Fund / Revenues Staff seeks to close/transfer this account ($12k) pending A/C Office solutions.

During the course of my audit I noted the District had not updated its trial balance with the activity that had occurred with its accounts held in the Local Agency Investment Fund. I recommend the District record the activity of funds held by the Local Agency Investment Fund by obtaining monthly statements from the investment fund and recording the activity noted.

Accounts Payable / Expenses – Current Year Accruals Ongoing. GJEs to move items to correct FY

During the course of my audit I noted certain expenses for goods/services received in the current year were not recorded. I recommend the District's trial balance reflect the circumstances as they exist including the recognition of expenses in the fiscal year in which the goods/services were received.

Unassigned Expenses Implemented: staff to ensure coding to proper fund.

During the course of my audit I noted various revenue and expense accounts that had not been allocated to its programs. I recommend the District allocate all revenues and expenses to its various programs.

This communication is intended solely for the information and use of management, members of the Board of Directors and others within the District and is not intended to be and should not be used by anyone other than these specified parties.

Alan Cole & Company

Sacramento, California

DON COLE
& COMPANY
CERTIFIED PUBLIC ACCOUNTANT

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October 11, 2021

Board of Directors
Manila Community Services District
Arcata, California

COMMUNICATION TO THOSE CHARGED WITH GOVERNANCE

I have audited the financial statements of the Manila Community Services District (District) as of and for the year ended June 30, 2020 and have issued my report thereon dated October 11, 2021. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my engagement letter to you dated August 30, 2021. Professional standards also require that I communicate to you the following information related to my audit.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. I noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements include: (1) allowance for doubtful accounts receivable, (2) depreciation of property and equipment (3) compensated absences.

I evaluated the key factors and assumptions used to develop the estimates described above in determining that it is reasonable in relation to the financial statements taken as a whole. There are no estimates considered significant to the reliability of the District's financial statements.

Corrected and Uncorrected Misstatements

Professional standards require me to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were several material misstatements detected as a result of audit procedures and corrected by management in the following areas:

Enterprise fund prior year accruals in accounts payable were not reversed in the current year,
Enterprise fund accounts receivable and associated contributed capital were understated,
Enterprise fund construction in progress expenses were not capitalized,
Enterprise fund depreciation expense was not recognized,
Interfund balances had not been recorded.

Other misstatements detected as a result of audit procedures and corrected by management were not material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, which could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit and management facilitated the audit process in every way requested.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing my audit.

Management Representations

I have requested certain representations from management that are included in the management representation letter dated October 11, 2021.

Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

I generally discuss a variety of matter, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and my responses were not a condition to my retention.

Other Matters

With respect to the additional information accompanying the financial statements, I made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to my audit of the financial statements. I compared and reconciled the additional information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Board of Directors and management of the Manila Community Services District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Alan Cole & Company

Certified Public Accountants
Sacramento, California

General Manager's Report for December 2021

- Manila CSD *was not selected* for the $1.6m SPP Park Improvement Grant but has submitted the Per Capita Park grant for $177,000. We've been advised that a contract should be expected before month end.

- The DWSRF water construction funding is moving forward and staff has been providing the state with requested materials as needed.

- CNRA has approved our $2.5m Flood Protection Grant and we are awaiting an agreement to move forward with implementing this project. To minimize cash flow issues, we expect to get $275k in advance which normally would be placed in the county treasury – but we are very concerned about the current issues with the county AC's office and will be looking for another depository.

- Staff has a preliminary Notice of Intent for another Haz. Mit. Grant to replace the overhangs at the MCC. More on this effort as it develops.

- We plan to seek a professional arborist assessment on the large trees in front of the Community Center. Limbs have fallen in recent storms and the trees should be assessed for long-term hazards.

- There is a Manila Tsunami Evacuation drill planned for March 19th 2022 at 9:30 am. Staff will be assembling an alert message in coordination with NOAA and OES.

- Our FY2020 Audit has been completed and included in the packet along with communications to the board. The majority of the issues found by our auditor have been corrected while he was on site. County account reconciliation issues are caused by the same delays other agencies are experiencing with the Auditor-Controller's office.

- We received a preliminary system capacity report related to the County's Multifamily Rezone Project. This project allows more dwelling units on individual parcels.

- The district's conditional permit approval for the cannabis referral has been submitted with amendments per board directive.

- We are expecting about $30,000 from a COVID-19 arrearages relief program sponsored by the Ca. Regional Board. These funds will help backfill some lost revenue from the pandemic.

- There's some new prevailing wage case law blurring the line between projects, maintenance and construction. We will keep our eyes on any new developments.

- PGE has been charging HBMWD power in the wrong tier which has caused our purchased water expenses to be artificially increased. HBMWD is expected to receive credits once this is resolved and this would, in turn be credited back to the municipal customers.

MANILA COMMUNITY SERVICES DISTRICT
Minutes of Regular Meeting Thursday October 21st 2021

ROLL CALL, DETERMINE QUORUM: *Jannetta, Faulk-Kellogg, Ryan and Broderick present. Staff GM Drop present. Muniz Absent*
APPROVE AGENDA: *There were no changes to the agenda*
AB 361: Resolution 2021.05 *Faulk-Kellogg/Broderick to adopt Resolution 2021.05 for remote meeting.* **Vote: 4-0** *with Muniz Absent*
PRESENTATION ITEM FROM CALTRANS Jeff Pimentel, Project Manager re; 255 and 101. *No Action Taken*

PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:
A resident commented on the minutes of Sept 7th and the district's website.
BUSINESS ITEMS:

1. **Manila RV Park Revitalization Proposal Update**

Faulk-Kellogg/Jannetta to approve contracting with Farrah Davis per Revitalization Proposal (Option 1).
Vote: 3-1-0 with Ryan dissenting and Muniz Absent

2. **Humboldt Co. Planning Referral: Humboldt Bay Co. LLC Commercial Cannabis CDP/CUP**

*Broderick/Faulk-Kellogg to bring conditional approval language to November meeting***. Vote: 4-0**

3. **Appointment of HBMWD and RREDC Committee Members and Alternates**

*Broderick appointed alternate to HBMWD and Jannetta alternate to RREDC***. Vote: 4-0**

4. **Resolution 2021.03 Reimbursement Resolution for Prop 1 DWSRF**
5. **Introduction of Draft Debt Management Policy 11.01 for Prop 1 DWSRF**

Jannetta/Faulk-Kellogg to approve 4&5; adopt Resolution 2021.03 and 2nd reading of Policy 11.01. **Vote: 4-0**

6. **Introduction and First Reading (by title only) of Ordinance No. 21-01:**

An Ordinance of The Board of Directors of The Manila Community Services District Superseding Ordinance No. 93-01 And Designating the Meeting Place and Time of The Manila Community Services District Board of Directors.
Broderick/Faulk-Kellogg approved 1st reading – by title only of Ordinance 21-01. **Vote: 4-0**

7. **Consideration of Board Support for an Additional Speed Hump on Peninsula Dr**.

Ryan/Jannetta to support further efforts for an additional speed hump and review at future meeting. **Vote: 4-0**

CONSENT CALENDAR: (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.

8. Approve Draft Minutes of September 7th, 2021 Special Meeting Jannetta/Faulk-Kellogg to approved consent calendar. **Vote: 4-0**

REPORTS:

9. Director/Committee Reports:
10. Staff reports:

INCOMING COMMUNICATIONS: Tatro letter re RV Proposal; Rotter letter re RV Proposal (item 1)
ADJOURNMENT*: 8:27 pm*

_____ **Date:** _____
Dave Jannetta, Secretary

_____ **Date:** _____
Meghan Ryan, Board Vice-President

MANILA COMMUNITY SERVICES DISTRICT
Minutes of Regular Meeting Thursday November 18th, 2021

ROLL CALL, DETERMINE QUORUM: *Jannetta, Faulk-Kellogg, Ryan and Broderick and Muniz present. Staff GM Drop present.*
APPROVE AGENDA: *There were no changes to the agenda*
AB 361: Resolution 2021.06 *Muniz/Faulk-Kellogg to adopt Resolution 2021.06 for remote meeting.* **Vote: 5-0**
PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:
Resident filed complaint regarding year-end financials and policies related to changing meeting dates.

BUSINESS ITEMS:

1. **Humboldt Co. Planning Referral: Humboldt Bay Co. LLC Commercial Cannabis CDP/CUP**

Muniz/Jannetta to approve permit conditions adding language for reevaluating water use as needed. **Vote: 5-0**

2. **Manila RV Park Revitalization Update: Draft Scope of Work/Contract/Petition**

*Muniz/Ryan to table this item indefinitely***. Vote 4-1** *with Sequoyah Faulk-Kellogg dissenting*

3. **Considerations of Projects for Park Per Capita Grant App; Due Dec 2021**

Ryan/Jannetta to direct staff to add all projects as noted in staff report. **Vote: 5-0**

4. **Second Reading (by title only) of Ordinance No. 21-01: <u>An Ordinance of The Board of Directors of The Manila Community Services District Superseding Ordinance No. 93-01 And Designating the Meeting Place and Time of The Manila Community Services District Board of Directors.</u>**

Faulk-Kellogg to approve 2nd reading and adoption of Ordinance 21-01. **Vote: 5-0**

***** the below items were tabled to future meeting *****

5. **District Support Letter to County Board of Supervisors for Additional Speed Hump**.

6. **FY2022 1st Quarter Budget vs. Actual Report**

CONSENT CALENDAR: (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.

7. Approve Draft Minutes of Regular Meeting of October 21, 2021

REPORTS:

8. Director/Committee Reports:
9. Staff reports:

INCOMING COMMUNICATIONS:

ADJOURNMENT*: 8:30 pm*
If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.

_____ **Date:** _____
Dave Jannetta, Secretary

_____ **Date:** _____
Meghan Ryan, Board Vice-President

Consent Calendar

Manila Community Services District

12/15/2021 1:17 PM

Register: 10117 · Coast Central Checking

From 11/01/2021 through 12/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2021			12000 · Accounts Rece...	Deposit		X	88.09	115,846.93
11/01/2021		SDRMA Ancillary	60000 · Water Dept. E...	Auto-pay Dece...	2,064.12	X		113,782.81
11/02/2021			-split-	Deposit		X	180.00	113,962.81
11/02/2021			12000 · Accounts Rece...	Deposit		X	89.20	114,052.01
11/02/2021			12000 · Accounts Rece...	Deposit		X	86.07	114,138.08
11/03/2021			12000 · Accounts Rece...	Deposit		X	92.23	114,230.31
11/03/2021			12000 · Accounts Rece...	Deposit		X	91.78	114,322.09
11/03/2021			12000 · Accounts Rece...	Deposit		X	442.24	114,764.33
11/04/2021			12000 · Accounts Rece...	Deposit		X	205.94	114,970.27
11/04/2021			12000 · Accounts Rece...	Deposit		X	271.35	115,241.62
11/04/2021			12000 · Accounts Rece...	Deposit		X	88.99	115,330.61
11/04/2021			12000 · Accounts Rece...	Deposit		X	181.33	115,511.94
11/04/2021		QuickBooks Payroll ...	-split-	Created by Pay...	5,108.54	X		110,403.40
11/05/2021			-split-	Deposit		X	180.00	110,583.40
11/05/2021			12000 · Accounts Rece...	Deposit		X	111.21	110,694.61
11/05/2021		EFTPS	-split-	94-1653492	1,639.30			109,055.31
11/05/2021	DD1766	BRODERICK, JOHN J	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1767	DROP, CHRISTOP...	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1768	FAULK-KELLOGG,...	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1769	JANNETTA, DAVE	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1770	KITTLESON, KEN...	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1771	Muniz**, Danielle	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1772	RYAN, MEGHAN	-split-	Direct Deposit		X		109,055.31
11/05/2021	DD1773	WATSON, ALISHA L	-split-	Direct Deposit		X		109,055.31
11/06/2021			12000 · Accounts Rece...	Deposit		X	192.31	109,247.62
11/06/2021			12000 · Accounts Rece...	Deposit		X	84.49	109,332.11
11/07/2021			12000 · Accounts Rece...	Deposit		X	175.91	109,508.02
11/08/2021			12000 · Accounts Rece...	Deposit		X	87.98	109,596.00
11/08/2021			12000 · Accounts Rece...	Deposit		X	188.14	109,784.14
11/08/2021			12000 · Accounts Rece...	Deposit		X	89.86	109,874.00
11/09/2021			12000 · Accounts Rece...	Deposit		X	150.00	110,024.00
11/09/2021			12000 · Accounts Rece...	Deposit		X	88.42	110,112.42
11/09/2021			12000 · Accounts Rece...	Deposit		X	168.32	110,280.74
11/10/2021			12000 · Accounts Rece...	Deposit		X	6,312.90	116,593.64
11/10/2021			12000 · Accounts Rece...	Deposit		X	43.67	116,637.31
11/10/2021			12000 · Accounts Rece...	Deposit		X	85.33	116,722.64
11/10/2021			12000 · Accounts Rece...	Deposit		X	90.17	116,812.81
11/10/2021			12000 · Accounts Rece...	Deposit		X	88.76	116,901.57
11/10/2021			12000 · Accounts Rece...	Deposit		X	90.71	116,992.28
11/10/2021			12000 · Accounts Rece...	Deposit		X	210.45	117,202.73

Manila Community Services District

12/15/2021 1:17 PM

Register: 10117 · Coast Central Checking

From 11/01/2021 through 12/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/11/2021			12000 · Accounts Rece...	Deposit		X	85.62	117,288.35
11/12/2021			12000 · Accounts Rece...	Deposit		X	85.55	117,373.90
11/15/2021			12000 · Accounts Rece...	Deposit		X	40.36	117,414.26
11/15/2021			12000 · Accounts Rece...	Deposit		X	101.14	117,515.40
11/15/2021			12000 · Accounts Rece...	Deposit		X	88.11	117,603.51
11/16/2021			12000 · Accounts Rece...	Deposit		X	1,067.82	118,671.33
11/16/2021			12000 · Accounts Rece...	Deposit	Customer payments		600.00	119,271.33
11/16/2021			12000 · Accounts Rece...	Deposit			87.35	119,358.68
11/16/2021			12000 · Accounts Rece...	Deposit		X	418.96	119,777.64
11/16/2021			12000 · Accounts Rece...	Deposit			121.45	119,899.09
11/16/2021			12000 · Accounts Rece...	Deposit			85.82	119,984.91
11/16/2021			12000 · Accounts Rece...	Deposit			173.20	120,158.11
11/16/2021	2126	AN ELECTRICIAN ...	22000 · Accounts Paya...	Invoice # 13772	140.00	X		120,018.11
11/16/2021	2127	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	333.11	X	Copier	119,685.00
11/16/2021	2128	CSDA	22000 · Accounts Paya...	2022 CSDA M...	1,866.00	X	Memberships	117,819.00
11/16/2021	2129	Don Cole & Company	22000 · Accounts Paya...	FY20 Audit	8,800.00		Audit	109,019.00
11/16/2021	2130	HUMBOLDT BAY ...	22000 · Accounts Paya...	October 1-29, ...	7,292.55		Purchased Water	101,726.45
11/16/2021	2131	MCNEILL, BRIAN	22000 · Accounts Paya...	Inv 933458	630.00	X	Backflow testing	101,096.45
11/16/2021	2132	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	494.39	X		100,602.06
11/16/2021	2133	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	285.00	X	Restrooms	100,317.06
11/16/2021	2134	STATE WATER RE...	22000 · Accounts Paya...	Renewal Christ...	70.00	X		100,247.06
11/16/2021	2135	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 48778	406.00	X		99,841.06
11/16/2021	2136	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	183.92	X		99,657.14
11/17/2021			12000 · Accounts Rece...	Deposit		X	86.56	99,743.70
11/17/2021			12000 · Accounts Rece...	Deposit		X	87.41	99,831.11
11/18/2021			12000 · Accounts Rece...	Deposit		X	87.21	99,918.32
11/18/2021		SUDDENLINK	-split-	paid online ACH	359.02	X		99,559.30
11/18/2021		SUDDENLINK*	80000 · Sewer Dept. E...	paid online Ac...	63.04	X		99,496.26
11/18/2021		QuickBooks Payroll ...	-split-	Created by Pay...	6,767.46	X		92,728.80
11/19/2021			12000 · Accounts Rece...	Deposit		X	5,660.54	98,389.34
11/19/2021			12000 · Accounts Rece...	Deposit		X	175.25	98,564.59
11/19/2021		EFTPS	-split-	94-1653492	2,807.58			95,757.01
11/19/2021	DD1774	DROP, CHRISTOP...	-split-	Direct Deposit		X		95,757.01
11/19/2021	DD1775	KITTLESON, KEN...	-split-	Direct Deposit		X		95,757.01
11/19/2021	DD1776	WATSON, ALISHA L	-split-	Direct Deposit		X		95,757.01
11/20/2021			12000 · Accounts Rece...	Deposit		X	88.22	95,845.23
11/20/2021			12000 · Accounts Rece...	Deposit		X	90.15	95,935.38
11/20/2021			12000 · Accounts Rece...	Deposit		X	87.61	96,022.99
11/20/2021			12000 · Accounts Rece...	Deposit		X	87.37	96,110.36
11/20/2021			12000 · Accounts Rece...	Deposit		X	61.46	96,171.82

Manila Community Services District

12/15/2021 1:17 PM

Register: 10117 · Coast Central Checking

From 11/01/2021 through 12/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/22/2021			12000 · Accounts Rece...	Deposit		X	82.98	96,254.80
11/22/2021			12000 · Accounts Rece...	Deposit		X	9,875.08	106,129.88
11/22/2021			12999 · Undeposited F...	Deposit		X	5,882.00	112,011.88
11/22/2021			12000 · Accounts Rece...	Deposit		X	2,735.40	114,747.28
11/22/2021			12000 · Accounts Rece...	Deposit		X	89.00	114,836.28
11/22/2021			-split-	Deposit		X	180.00	115,016.28
11/24/2021			12000 · Accounts Rece...	Deposit		X	175.08	115,191.36
11/25/2021			12000 · Accounts Rece...	Deposit		X	91.43	115,282.79
11/28/2021			12000 · Accounts Rece...	Deposit		X	86.00	115,368.79
11/29/2021			12000 · Accounts Rece...	Deposit			88.51	115,457.30
11/30/2021			90000 · Interest Earned	Interest		X	2.02	115,459.32
11/30/2021			60000 · Water Dept. E...	Service Charge	65.00	X		115,394.32
11/30/2021	06/22 CO...		66900 · Reconciliation ...	Balance Adjust...		X	52.90	115,447.22
12/01/2021			12999 · Undeposited F...	Deposit			2,000.00	117,447.22
12/01/2021			12000 · Accounts Rece...	Deposit			1,817.74	119,264.96
12/01/2021		VERIZON WIRELE...	-split-	Account #3420...	132.68			119,132.28
12/01/2021		PACIFIC GAS AND...	80000 · Sewer Dept. E...	3428857410-5 ...	2,155.51			116,976.77
12/01/2021	2138	U.S. POST MASTER	22000 · Accounts Paya...	VOID: postage...		X		116,976.77
12/02/2021		QuickBooks Payroll ...	-split-	Created by Pay...	5,170.15			111,806.62
12/03/2021		EFTPS	-split-	94-1653492	1,687.04			110,119.58
12/03/2021	DD1777	BRODERICK, JOHN J	-split-	Direct Deposit				110,119.58
12/03/2021	DD1778	DROP, CHRISTOP...	-split-	Direct Deposit				110,119.58
12/03/2021	DD1779	FAULK-KELLOGG,...	-split-	Direct Deposit				110,119.58
12/03/2021	DD1780	JANNETTA, DAVE	-split-	Direct Deposit				110,119.58
12/03/2021	DD1781	KITTLESON, KEN...	-split-	Direct Deposit				110,119.58
12/03/2021	DD1782	Muniz**, Danielle	-split-	Direct Deposit				110,119.58
12/03/2021	DD1783	RYAN, MEGHAN	-split-	Direct Deposit				110,119.58
12/03/2021	DD1784	WATSON, ALISHA L	-split-	Direct Deposit				110,119.58
12/13/2021	2139	Alisha Watson	22000 · Accounts Paya...		487.77			109,631.81
12/13/2021	2140	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	324.55			109,307.26
12/13/2021	2141	COASTAL BUSINE...	22000 · Accounts Paya...	EU0719	48.75			109,258.51
12/13/2021	2142	HACH COMPANY+	22000 · Accounts Paya...	109854-000	95.94			109,162.57
12/13/2021	2143	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	127.33			109,035.24
12/13/2021	2144	HUMBOLDT BAY ...	22000 · Accounts Paya...	October 30-No...	7,117.64			101,917.60
12/13/2021	2145	Mad River Union	22000 · Accounts Paya...	Newspaper ad f...	152.00			101,765.60
12/13/2021	2146	PLATT	22000 · Accounts Paya...	INV 2H45242	436.78			101,328.82
12/13/2021	2147	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	494.39			100,834.43
12/13/2021	2148	U.S. POST MASTER	22000 · Accounts Paya...	postage on per...	800.00			100,034.43
12/13/2021	2149	UNDERGROUND S...	22000 · Accounts Paya...	152394	238.43			99,796.00
12/13/2021	2150	USA BLUEBOOK+	22000 · Accounts Paya...	241669	316.63			99,479.37

Customer payments

Ord. Publish

Sewer Parts

Manila Community Services District

12/15/2021 1:17 PM

Register: 10117 · Coast Central Checking

From 11/01/2021 through 12/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/13/2021	2151	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	161.83			99,317.54