

**Santa Cruz
Public Libraries
Joint Powers
Authority**

Santa Cruz, California

*Basic Financial Statements and
Independent Auditors' Report*

For the year ended June 30, 2013

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Santa Cruz Public Libraries Joint Powers Authority
Basic Financial Statements
For the year ended June 30, 2013

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INDEPENDENT AUDITORS' REPORT

To the Administrative Board of the
Santa Cruz Public Libraries Joint Powers Authority
Santa Cruz, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the Santa Cruz Public Libraries Joint Powers Authority, (Authority), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Authority'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.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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



To the Administrative Board of the
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accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Authority, as of June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information 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. We 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. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The combining fund financial statements for the library operating funds are presented for purposes of additional analysis and are not a required part of the basic financial statements.



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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report January 10, 2014 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Authority's internal control over financial reporting and compliance.

Lance, Soll & Lughard, LLP

Brea, California
January 10, 2014

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Management's Discussion and Analysis

Management of the Santa Cruz Public Libraries Joint Powers Authority (Authority) provides this Management Discussion and Analysis for readers of the Authority's Basic Financial Statements. This narrative overview and analysis of the financial activities of the Authority is for the fiscal year ended June 30, 2013.

I. Financial Highlights

- **Government-Wide Highlights:**

The assets of the Authority exceeded its liabilities at the close of the fiscal year by \$4,354,251 (*Net Position*). A component of this balance represents \$1,126,994 of net investment in capital assets; however, the remainder of Net Position consists of unrestricted Net Position of \$3,227,257. Unrestricted Net Position represents the amount normally used to meet the Authority's ongoing obligations.

Changes in Net Position - The Authority's total Net Position increased by \$1,134,725 in fiscal year 2013 that was the result of the Authority's efforts to reduce expenses, which included employee layoffs, furloughs and less spending on books and materials.

The Authority's total assets increased by \$963,573 at the end of the fiscal year. All asset categories, except two, experienced increases during the year, including Cash and Cash Equivalents of \$1,051,296, Taxes Receivable of \$26,405, Interest Receivable of \$431 and Due from Other Governments of \$50,156. The asset category Accounts Receivable decreased during fiscal year 2013 by \$8,994 and Net Capital Assets decreased by \$155,721.

The Authority's total liabilities decreased by \$171,152 during the fiscal year due to decreases in Accounts Payable of \$95,502, Interest Payable of \$1,288, Deposits Payable of \$73, and Loans Payable of \$85,453 coupled with an increase in Unearned Revenue of \$11,164.

- **Fund Highlights:**

As of the close of the fiscal year, the Authority's general fund reported a fund balance of \$3,495,818 which is an increase of \$1,203,705 when compared with the prior year amount. The fund balance is a measure of whether the Authority will have sufficient resources to meet its near-term obligations.

The Authority's general fund total assets increased by \$1,119,294 and the total liabilities decreased by \$84,411 during the fiscal year. Changes in assets consist of increases in Cash and Cash Equivalents of \$1,051,296, Taxes Receivable of \$26,405, Interest Receivable of \$431 and Due from Other Governments of \$50,156. The asset category Accounts Receivable decreased during fiscal year 2013 by \$8,994. Changes in liabilities consist of a decrease in Accounts Payable and Deposits Payable of \$95,502 and \$73 respectively. There was an increase in Unearned Revenue of \$11,164 during the fiscal year.

II. Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Santa Cruz Public Libraries Joint Powers Authority's basic financial statements comprise three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances in a manner similar to a private-sector business.

The *statement of Net Position* presents information on all of the Authority's assets and liabilities, with the difference between the two reported as *Net Position*.

The *statement of activities* presents information showing how the Authority's Net Position changed during the most recent fiscal year. All changes in Net Position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., interest on long-term debt due but unpaid at the end of the fiscal year).

The Authority's library services function is principally supported by taxes and intergovernmental revenues, and is therefore considered a *governmental activity*. The government-wide financial statements can be found on pages 12-13 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements can be found on pages 14-17 of this report.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statement, governmental fund statements focus on *near-term inflows and outflows of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority has one governmental fund, the general fund, which is used to account for all of its activities.

Notes to the Basic Financial Statements. The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 20-34 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents a section containing *required supplementary information* which includes a budgetary comparison schedule for the general fund to demonstrate compliance with the budget and *other information* which includes combining fund financial statements. This section can be found on pages 36-39 of this report.

III. Government-wide Financial Analysis

About one-quarter of the Authority’s Net Position reflects its net investment in capital assets, primarily machinery, furnishings, equipment and leasehold improvements. These assets are used to provide services to citizens; consequently, they are not available for future spending. The table below shows the components of the Net Position.

**Santa Cruz Public Libraries
Net Position
At June 30, 2013**

	2013	2012
Total assets	\$ 4,946,049	\$ 3,982,476
Total current liabilities	377,204	500,939
Total noncurrent liabilities	214,594	262,011
Total liabilities	591,798	762,950
Net Position:		
Net investment in Capital Assets	1,126,994	1,282,715
Unrestricted	3,227,257	1,936,811
Total Net Position	\$ 4,354,251	\$ 3,219,526

The figure in *Unrestricted Net Position* represents the balance in the amounts normally used to meet the Authority’s ongoing obligations. At June 30, 2013, the Authority had a balance of \$3,227,257 in unrestricted Net Position which is a significant improvement from the balance of \$1,936,811 in the prior fiscal year end.

Governmental Activities. All the activities of the Authority are governmental, so it has no business-type activities.

III. Government-wide Financial Analysis, Continued

Santa Cruz Public Libraries Changes in Net Position Fiscal year ended June 30, 2013

	2013	2012
General Revenues:		
Sales Tax	\$ 6,479,095	\$ 6,036,252
Unrestricted Investment Earnings	18,159	23,829
Miscellaneous Revenue	20,672	29,036
Total General Revenues	6,517,926	6,089,117
Program revenues	5,463,418	5,471,960
Total revenues	11,981,344	11,561,077
Expenditures	10,846,619	10,820,039
Changes in Net Position	1,134,725	741,038
Net Position - beginning of year	3,219,526	2,478,488
Net Position - end of year	\$ 4,354,251	\$ 3,219,526

The Authority's net position increased by \$1,134,725 during the fiscal year due to the Authority's continued efforts to reduce its operating expenses.

IV. Financial Analysis of the Authority's Funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Authority's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. As mentioned above, such information may be useful in assessing the Authority's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the close of the fiscal year, the Authority's general fund reported an ending fund balance of \$3,495,818, which is an increase of \$1,203,705 in comparison with the prior year amount. This increase has been possible because of the Authority's efforts to reduce operating costs, which have included employee layoffs, furloughs and less spending on books and materials. In addition, the Authority has received donations and assistance from the Friends of the Santa Cruz Public Library organization as well as bequest income from various Trust Funds.

V. Budgetary Highlights

The final amended budget is more than the original budget for revenues and other financing sources by \$6,096,132, due to increases in Sales and Use Taxes of \$5,991,473 and increases in Other Revenues of \$104,659. The final amended budget is more than the original budget for expenditures and other financing uses by \$451,832, due to increases in Services, Supplies and Other Charges of \$265,944, Capital Outlay of \$105,222 and Other Financing Uses of \$80,666.

The actual revenues and other financing sources were more than the final amended budget by \$399,256. The actual expenditures and other financing uses were less than the final amended budget by \$735,261.

VI. Capital Asset and Debt Administration

Capital Assets. As of June 30, 2013, the Authority's investment in capital assets was \$1,126,994 (net of accumulated depreciation), which is \$155,721 less than the prior year. The decrease was attributed entirely to additional accumulated depreciation.

Long-term Debt. At the end of the current fiscal year, the Authority had total long-term debt outstanding of \$262,011, which consisted solely of outstanding loan obligations. The Authority's long-term debt decreased by \$85,453 during the fiscal year due to scheduled annual repayments of outstanding debt. Additional information on the Authority's long-term debt can be found in Note 4 of this report. During the fiscal year, the Authority was able to fully repay the principal balance of the debt to the County for the overpayment received due to a distribution error in 2004. The Authority plans to pay off the remaining debt in full during fiscal year 2013-14.

VII. Economic Factors and Next Year's Budgets

The library system maintains a healthy and stable financial position. There is adequate, stable and diverse funding to finance ongoing operations, key strategic initiatives and capital projects. Of the Authority's fiscal year 2012-13 revenues (excluding other financing sources), 54% came from a dedicated quarter cent sales tax approved by the voters in 1996. This tax was originally intended to sunset in 2012, but the voters approved making this quarter cent sales tax permanent in 2008. The balance of the Authority's revenues come from local contributions, property tax collected in the County unincorporated areas designated for libraries, bequest income, donations and fees and fines. Sales tax revenues are driven by the general health of the local economy. Sales tax revenue increased over \$442 thousand (about 7.3%) in fiscal year 2012-13 in line with the improved economy, but is not expected to increase significantly in fiscal year 2013-14.

In response to primarily declining revenues in prior years, the Authority had enacted such actions as employee layoffs, work furloughs, less spending on books and reductions in branch hours. During fiscal year 2012-13, the Library Joint Powers Authority transitioned into a new service model for the library system which aimed at changing how services are delivered, improving technology at the branches, building up reserves and increasing branch hours. In June of 2013, the Board amended the Reserve Policy to replace the 5% operating reserve and future 10% reserve policy with a System Wide Stabilization Arrangement (i.e. Reserve) at a 2-month funded level policy. They also adopted a Library operating fund Surplus Policy in which the Library's last year's audited General Fund surplus (defined as "Net Change in Fund Balance") shall be used for specific purposes defined in the policy to continue to maintain a healthy and stable financial position. The budget for fiscal year 2013-14 builds on the priorities established through the various plans that are now in place: Strategic Plan, Service Model/Staffing Plan, Facilities Master Plan and Technology Plan.

VIII. Requests for Information

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Libraries, 117 Union Street, Santa Cruz, California, 95060.

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Santa Cruz Public Libraries
Statement of Net Position
June 30, 2013

	<u>Primary Government</u> <u>Governmental</u> <u>Activities</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 2,785,854
Interest receivable	4,506
Taxes receivable	617,302
Accounts receivable	6,042
Due from other governments	405,351
Total current assets	<u>3,819,055</u>
Noncurrent assets:	
Capital assets, net of accumulated depreciation	1,126,994
Total assets	<u>\$ 4,946,049</u>
LIABILITIES	
Current liabilities:	
Accounts payable and other current liabilities	\$ 308,452
Interest payable	6,550
Unearned revenue	14,262
Deposits payable	523
Loans payable - current portion	47,417
Total current liabilities	<u>377,204</u>
Noncurrent liabilities:	
Loans payable - due in more than one year	214,594
Total liabilities	<u>591,798</u>
NET POSITION	
Net investment in capital assets	1,126,994
Unrestricted	3,227,257
Total Net Position	<u>\$ 4,354,251</u>

Santa Cruz Public Libraries
Balance Sheet
Governmental Fund
June 30, 2013

	Major Fund
	General
ASSETS	
Cash and cash equivalents	\$ 2,785,854
Interest receivable	4,506
Taxes receivable	617,302
Accounts receivable	6,042
Due from other governments	405,351
Total assets	\$ 3,819,055
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable and other current liabilities	\$ 308,452
Unearned Revenue	14,262
Deposits payable	523
Total liabilities	323,237
Fund Balances:	
Committed	2,074,701
Unassigned	1,421,117
Total fund balance	3,495,818
Total liabilities and fund balance	\$ 3,819,055

Santa Cruz Public Libraries
Reconciliation of the Governmental Fund Balance Sheet
to the Government-Wide Statement of Net Position
June 30, 2013

Total Fund Balance - Total Governmental Fund \$ 3,495,818

Amounts reported for governmental activities in the Statement of Net Position were different because:

Capital assets used in governmental activities were not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. The capital assets were adjusted as follows:

Infrastructure	579,683
Lease Improvements	2,018,031
Machinery and equipment	1,630,552
Software	3,983
Construction in progress	71,353
Less accumulated depreciation	<u>(3,176,608)</u>
Total capital assets	1,126,994

Interest payable on long-term debt did not require current financial resources. Therefore, interest payable was not reported as a liability in Governmental Funds Balance Sheet. (6,550)

Long-term liabilities were not due and payable in the current period. Therefore, they were not reported in the Governmental Funds Balance Sheet.

	Current Portion	Long-Term Portion	
Loans payable	\$ (47,417)	\$ (214,594)	(262,011)

Net Position of Governmental Activities \$ 4,354,251

Santa Cruz Public Libraries
Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund
For the year ended June 30, 2013

	<u>Major Fund</u> <u>General</u>
REVENUES:	
Taxes	\$ 6,479,095
Intergovernmental	5,100,666
Charges for services	16,883
Fines and forfeitures	227,444
Use of money and property	18,159
Other revenues	137,658
Total revenues	<u>11,979,905</u>
EXPENDITURES:	
Current:	
Personnel services	7,351,345
Services, supplies, and other charges	3,325,324
Debt service:	
Principal	85,453
Interest	15,517
Total expenditures	<u>10,777,639</u>
REVENUES OVER (UNDER) EXPENDITURES	1,202,266
OTHER FINANCING SOURCES (USES):	
Sale of surplus equipment	1,439
Total other financing sources (uses)	<u>1,439</u>
Net change in fund balance	1,203,705
FUND BALANCE:	
Beginning of year	2,292,113
End of year	<u>\$ 3,495,818</u>

Santa Cruz Public Libraries

Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances to the Government-Wide Statement of Activities and Changes in Net Position For the year ended June 30, 2013

Net Change in Fund Balance - Total Governmental Funds \$ 1,203,705

Amounts reported for governmental activities in the Statement of Activities and Changes in Net Position were different because:

Depreciation expense on capital assets was reported in the Government-Wide Statement of Activities and Changes in Net Position, but did not require the use of current financial resources. Therefore, depreciation expense was not reported as an expenditure. (155,721)

Repayment of principal debt was an expenditure in the governmental funds, but the repayment reduced long-term liabilities in the Government-Wide Statement of Net Position. 85,453

Interest payable on long-term debt was reported in the Government-Wide Statement of Activities and Changes in Net Position, but did not require the use of current financial resources. Therefore, it was not reported as an expenditure in the governmental fund.

Prior year interest payable	\$ 7,838	
Current year interest payable	6,550	
Change between prior and current year		1,288

Change in Net Position of Governmental Activities \$ 1,134,725

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NOTES TO BASIC FINANCIAL STATEMENTS

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements
For the year ended June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Santa Cruz Public Libraries Joint Powers Authority (Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

A. Reporting Entity

In May 1996 the County of Santa Cruz (County), City of Santa Cruz (City), City of Watsonville, City of Capitola, and the City of Scotts Valley entered into a joint exercise of powers agreement to provide library services to their respective jurisdictions representing the entire incorporated and unincorporated areas of Santa Cruz County. On November 5, 1996, the voters approved an additional one-quarter percent increase in the sales tax to fund the library system. This revenue is collected by the County Library Financing Authority, and is subsequently passed through to the Authority. In addition to the sales tax funding, under the joint powers agreement, each entity has maintenance of effort requirements based on the respective entities' previous funding levels.

The Authority is a separate entity with a nine member board consisting of two members of the County Board of Supervisors, two members of the City of Santa Cruz City Council, one member each of the City Councils of Capitola and Scotts Valley, and three at-large citizens appointed by the Board. The City of Santa Cruz (the City) administers the library system. All library employees are employees of the City and have the same benefits and retirement programs as all other City employees.

B. Basis of Accounting and Measurement Focus

The accounts of the Authority are organized on the basis of funds. Each fund is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The Authority uses only one fund, General Fund, to record the results of its operations.

Government-Wide Financial Statements

The Authority's government-wide financial statements include a Statement of Net Position and a Statement of Activities and Changes in Net Position. These statements present summaries of governmental activities for the Authority.

The basic financial statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Authority's assets and liabilities, including capital assets and related infrastructure assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Accounting and Measurement Focus, Continued

Certain types of transactions are reported as program revenues for the Authority in three categories:

- Charges for services (including fines and forfeitures)
- Operating grants and contributions
- Capital grants and contributions

Governmental Fund Financial Statements

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balance for all governmental funds aggregated. The Authority presented one major governmental fund.

Governmental fund financial statements are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Generally, revenues are considered available if they are collected within 60 days after fiscal year end. If revenues are not subject to accrual, they are recorded when received in cash. The primary revenue sources, which have been treated as susceptible to accrual, are property tax, sales tax, intergovernmental revenues and other taxes. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Unavailable revenues arise when potential revenues do not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the government has a legal claim to the resources, these revenues are removed from the balance sheet and the revenues are recognized.

Reconciliations of the Fund Financial Statements to the Government-Wide Financial Statements are provided to explain the differences created by the integrated approach of GASB Statement No. 34.

C. Flow Assumptions and Use of Restricted/Unrestricted Net Position

When an expense is incurred for purposes for which both restricted and unrestricted Net Position are available, the Authority's policy is to apply restricted Net Position first.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Flow Assumptions and Use of Restricted/Unrestricted Net Position, Continued

Net position flow assumption

Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund balance flow assumptions

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

D. Cash and Cash Equivalents

The Authority's cash is pooled with that of the City.

The City has pooled its cash and investments in order to achieve a higher return on investments while facilitating management of cash. The cash balance in the pooled accounts is available to meet current operating requirements of the Authority. Cash in excess of current requirements is invested in various interest-bearing accounts and other investments for varying terms. Investment policies and associated risk factors applicable to the Authority are those of the City and are included in the City's basic financial statements.

Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value. Market value is used as fair value for those securities for which market quotations are readily available. Interest earned on investments is allocated to all funds on the basis of daily cash and investment balances.

The Authority also participates in an investment pool managed by the State of California, the Local Agency Investment Fund (LAIF), which has invested a portion of the pool funds in structured notes and asset-backed securities. These structured notes and asset-backed securities are subject to market risk as to change in interest rates.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

E. Capital Assets

Government-Wide Financial Statements

Capital assets are defined by the Authority as assets having an estimated useful life in excess of one year, and an initial individual cost as follows, depending on the asset type:

Infrastructure	\$ 25,000
Buildings and lease improvements	10,000
Machinery and equipment	5,000
Software (if qualified)	5,000

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated. Assets acquired under capital leases are capitalized in accordance with generally accepted accounting principles. Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized.

Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

Infrastructure	5-100 Years
Buildings and lease improvements	15-50 Years
Machinery and equipment	5-20 Years
Software	5 Years

Fund Financial Statements

The fund financial statements do not present capital assets. Consequently, capital assets are presented as reconciling items in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position.

F. Interest Payable

In the Government-Wide Financial Statements, interest payable on long-term debt is recognized as the liability is incurred. Interest payable is not presented in the fund financial statements because the fund financial statements do not present liabilities related to long-term debt.

G. Long-Term Debt

Government-Wide Financial Statements - Long-term debt and other long-term obligations are reported as liabilities in the appropriate activities.

Fund Financial Statements - The fund financial statements do not present long-term debt. Consequently, long-term debt is shown as a reconciling item in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

H. Net Position

In the Government-Wide Financial Statements, Net Position may be classified in the following categories:

Net Investment in Capital Assets - This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Position - This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position - This amount is all Net Position that do not meet the definition of "net investment in capital assets" or "restricted net position."

I. Fund Balances

In the Fund Financial Statements, governmental funds report nonspendable fund balances for amounts that are not available for appropriation and restricted fund balances for amounts that are legally restricted by outside parties for use for a specific purpose. In accordance with GASB Statement No. 54, fund balance is reported in classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. Fund balance is now classified into five categories: *nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance.*

Nonspendable - This category includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted - This category consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Authority to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed - This category consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Authority's highest level of decision making authority which includes the City Charter, Ordinances and Resolutions. Formal action taken is with the passage of a simple majority vote at or prior to the last meeting for the applicable fiscal year. It also includes contractual obligations for which existing resources have been committed. Those committed amounts cannot be used for any other purpose unless the Authority removes or changes the specified use by taking the same type of action it employed previously to commit those amounts.

Assigned - This category consists of amounts that are constrained by the Authority's intent to be used for specific purposes, but are neither restricted nor committed. Such intent should be expressed by the Authority Council or its designated officials, such as the Finance Director, to assign amounts to be used. Constraints imposed on the use of assigned amounts can be removed with no formal Council action.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

I. Fund Balances, Continued

Unassigned - This category represents amounts that have not been restricted, committed or assigned to specific purposes.

J. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities. In addition, estimates affect the reported amount of expenses. Actual results could differ from these estimates and assumptions.

2. CASH AND INVESTMENTS

The Authority had cash and investments balance of \$2,785,854 at June 30, 2013. The Authority's funds are pooled with the City's cash and investments in order to generate optimum interest income.

Investments Authorized by the City's Investment Policy

The investments made by the City treasurer are limited to those allowable under State statutes as incorporated into the City's Investment Policy, dated June 26, 2013, which is more conservative than that allowed by the State statute.

The scope of the investment policy includes all activities of the City and the following reporting entities:

- City of Santa Cruz
- City of Santa Cruz Successor Agency (Redevelopment)
- Santa Cruz Public Improvement Financing Corporation
- Santa Cruz Public Financing Authority

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

2. CASH AND INVESTMENTS, Continued

Under provisions of this policy, the City is authorized to invest in the following types of investments:

- Money market accounts deposited with a nationally or state-chartered bank.
- Bonds issued by the City. Purchases of this type shall not exceed five years to maturity.
- U.S. Treasury bills, notes, bonds, or certificates of indebtedness, or those securities backed by the full faith and credit of the U.S. Government with maturities not to exceed five years.
- Obligations, participations, or other instruments of, or issued by, a Federal agency or a United States government-sponsored enterprise with maturities not to exceed five years.
- Bankers' acceptances with a term not to exceed 180 days' maturity or 40% of the City's portfolio.
- Nonnegotiable and nontransferable certificates of deposit issued by the following types of financial institutions which have branch office locations within Santa Cruz County: a nationally or state-chartered bank, state or federal credit union, or a state-licensed branch of a foreign bank. Purchases may not exceed 30% of the City's portfolio with no more than 5% of the portfolio deposited with a single issuer.
- State of California Local Agency Investment Fund as long as the total amount of City and Agency combined funds invested does not exceed the limit set by LAIF.
- Shares of beneficial interest issued by diversified management companies investing in authorized securities and obligations (e.g., money market mutual funds). Purchases shall not exceed 20% of the City's portfolio with no more than 10% of the portfolio in a single mutual fund.
- Repurchase agreements with primary dealers of the Federal Reserve with specific terms and conditions. The market value of securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities, and the value shall be adjusted no less than quarterly. Securities that can be pledged for collateral consist only of investments permitted within this policy with a maximum maturity of five years. Purchases shall not exceed 92 days to maturity and 20% of the portfolio.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

2. CASH AND INVESTMENTS, Continued

- Internal financing pool established for the purpose of providing loans to City departments or funds for significant one-time purchases. Investments in the pool shall not exceed the lesser of \$10 million or 10% of the City's portfolio.

Bond proceeds held by fiscal agents to be used only for specific capital outlay, payments of certain long-term debt and maintaining required reserves are invested in accordance with the requirements and restrictions of the City's investment policy unless provided for otherwise by the City Council or Redevelopment Successor Agency Oversight Board and as permitted by specific State statutes, applicable City ordinance or resolution, and bond indenture requirements.

Investment in State Investment Pool

The City is a participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City's investments with LAIF at June 30, 2013, included a portion of the pool funds invested in Structured Notes and Asset-Backed Securities:

Structured Notes: debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities: generally mortgage-backed securities that entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (for example, Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2013, the City had \$54,802,768 invested in LAIF accounts, which had invested 1.961% of the pool investments in structured notes and asset-backed securities as compared to 3.467% in the previous year. The City's share of structured notes and asset-backed securities due to its holdings in LAIF amounted to approximately 0.672% of investments at June 30, 2013.

Interest Rate Risk

In accordance with its investment policy, the City manages its exposure to declines in fair values by limiting the weighted average maturity of its investment portfolio to two and one-half (2 ½) years or less. The City is in compliance with this provision of the investment policy with a weighted average maturity of 324 days at June 30, 2013.

Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations

Investments in callable bonds are investments that, although having clearly defined maturities, allow for the issuer to redeem or call such bonds earlier than their respective maturity dates. The investor must then replace the called bonds with investments that may have lower yield than the original bonds. As a result, the fair value of the callable bonds is highly sensitive to changes in interest rates. As of June 30, 2013, the City held \$16,709,668 in callable securities, which amounted to approximately 10.47% of investments at June 30, 2013. The investment policy limits the purchase of callable U.S. Agency instruments to discreet calls and those that pay 100% of the principal at the redemption date. In addition, purchases of callable

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

2. CASH AND INVESTMENTS, Continued

U.S. Agency instruments are not to exceed 30% of the value of the portfolio. The City is in compliance with these provisions of the investment policy.

Credit Risk

This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City manages credit risk by evaluating and pre-qualifying banks and primary dealers and by investing in securities with top ratings issued by nationally recognized statistical rating organizations. The City's investment policy requires that the management company of mutual funds must have attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations. Although the investment in the Dreyfus California AMT-Free Muni Fund is not rated, and therefore, not in compliance with the City policy, it was authorized by City Council and City Officials as a necessary investment to preserve the tax-exempt status of the related bond proceeds.

Concentration of Credit Risk

The City's investment policy states that not more than 25% of the portfolio shall be invested in any one entity or any one instrument to protect the City from concentration of credit risk, with the following exceptions: U.S. Treasury Obligations and the external investment pool (LAIF). In addition, purchases of mutual funds must not exceed 20% of the value of the portfolio. Purchases in a single mutual fund may not exceed 10% of the value of the portfolio. The City is in compliance with these provisions of the investment policy.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

3. CAPITAL ASSETS

A. Government-Wide Financial Statements

At June 30, 2013 the Authority's capital assets consisted of the following:

	Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013
Non-depreciable assets:				
Construction In Progress	\$ 71,353	\$ -	\$ -	\$ 71,353
Total non-depreciable assets	<u>71,353</u>	<u>-</u>	<u>-</u>	<u>71,353</u>
Depreciable assets:				
Infrastructure	579,683	-	-	579,683
Lease improvements	2,018,031	-	-	2,018,031
Machinery and equipment	1,648,085	-	(17,533)	1,630,552
Software	3,983	-	-	3,983
Total depreciable assets, at cost	<u>4,249,782</u>	<u>-</u>	<u>(17,533)</u>	<u>4,232,249</u>
Total capital assets	<u>4,321,135</u>	<u>-</u>	<u>(17,533)</u>	<u>4,303,602</u>
Less accumulated depreciation:				
Infrastructure	(244,414)	(24,300)	-	(268,714)
Lease improvements	(1,235,459)	(97,912)	-	(1,333,371)
Machinery and equipment	(1,554,564)	(33,509)	17,533	(1,570,540)
Software	(3,983)	-	-	(3,983)
Total accumulated depreciation	<u>(3,038,420)</u>	<u>(155,721)</u>	<u>17,533</u>	<u>(3,176,608)</u>
Total capital assets, net	<u>\$ 1,282,715</u>	<u>\$ (155,721)</u>	<u>\$ -</u>	<u>\$ 1,126,994</u>

Purchases of books are recorded as expenditures when acquired and are not included in capital assets.

Depreciation expense of the governmental activities for the year ended June 30, 2013 was \$155,721.

B. Fund Financial Statements

The fund financial statements do not present general government capital assets; consequently, capital assets are shown as a reconciling item in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

4. LONG-TERM DEBT

A summary of long-term debt transactions for the year ended June 30, 2013, is as follows:

Description	Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013	Classification	
					Due within one year	Due in more than one year
City of Santa Cruz Loan	\$ 307,170	\$ -	\$ (45,159)	\$ 262,011	\$ 47,417	\$ 214,594
2004 Library Debt to County	40,294	-	(40,294)	-	-	-
Total	\$ 347,464	\$ -	\$ (85,453)	\$ 262,011	\$ 47,417	\$ 214,594

City of Santa Cruz Loan

In September of 2008, the Authority executed a loan agreement with the City for \$467,303 related to the costs of the Authority's tenant improvements at the Union Locust building. The loan will be repaid over ten years, with an annual interest rate of 5%. The annual debt service payment on this loan is fixed at \$60,518 and payments began in January of 2009. The principal balance outstanding at June 30, 2013, was \$262,011. The Authority plans to pay off this loan in full in fiscal year 2013-14.

The annual installment payments remaining on this loan at June 30, 2013, are as follows:

Year Ending June 30	Principal	Interest	Total
2014	47,417	13,101	60,518
2015	49,788	10,730	60,518
2016	52,278	8,240	60,518
2017	54,892	5,626	60,518
2018	57,636	2,882	60,518
Total	\$ 262,011	\$ 40,579	\$ 302,590

2004 Library Debt to County

On April 26, 2004, the Authority entered into an agreement with the County to repay an overpayment received due to a distribution error from the County. Payments began in August of 2005 and consist of fixed annual principal payments of \$40,294 plus interest. The interest rate is based upon the LAIF interest rate used by both parties and varies year to year. The principal balance was fully paid during the fiscal year ended June 30, 2013.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

5. RELATED PARTY TRANSACTIONS

The cities of Santa Cruz and Watsonville and the County of Santa Cruz are required to provide funding to the Santa Cruz County Library Financing Authority in accordance with the maintenance of effort agreement. The net revenues received by the County Library Financing Authority are then passed through to the Library Joint Powers Authority (Authority) and the City of Watsonville based on a prescribed formula. For fiscal year 2013, the Authority's share of the revenues is \$5,059,358 or 77.46%. Distribution of the member contributions are as follows:

Contributing Member Agencies	County Library Financing Authority Contributions	Less: Miscellaneous Costs	Net Contributions	Library Joint Powers Authority Share (77.46%)	City of Watsonville Library Share (22.54%)
City of Santa Cruz	\$ 1,394,751	\$ (2,713)	\$ 1,392,038	\$ 1,077,298	\$ 314,740
City of Watsonville	541,684	(787)	540,897	418,600	122,297
County of Santa Cruz	4,604,548	-	4,604,548	3,563,460	1,041,088
Total	\$ 6,540,983	\$ (3,500)	\$ 6,537,483	\$ 5,059,358	\$ 1,478,125

6. DUE FROM OTHER GOVERNMENTS

Due from other governments include anticipated grant reimbursements from the State for incurred expenditures and funding for Library operations from the County Library Financing Authority. Amounts due are as follows:

	FY 2013
County of Santa Cruz	\$ 403,111
State of California - First 5 Grant	2,240
Total	\$ 405,351

7. COMMITMENTS AND CONTINGENCIES

A. Commitments

As of June 30, 2013, the Authority had no outstanding commitments.

B. Contingencies

In the opinion of Authority's management, there were no additional outstanding matters that would have a significant effect on the financial position of the operations of the Authority at June 30, 2013.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

8. RETIREMENT PLANS

Pension Plan

Authority's employees are covered under the City's participation in the State of California's Public Employees Retirement System (PERS).

The City contributes to PERS, an agent multiple-employer public employee retirement system, that acts as a common investment and administrative agency for participating public entities within the State of California.

The benefit provisions and all other requirements are established by State statute and City ordinance.

The Authority assumes its share of pension costs based upon rates established by PERS for the City's general employees. No separate pension benefit obligation is calculated for the Authority; accordingly, no obligation is presented herein. Further information regarding the City's participation in PERS may be found in the City's basic financial statements.

9. FUND BALANCE

In fiscal year 2011, the Authority implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and the Authority approved a fund balance policy that recognized five fund balance classifications: *nonspendable, restricted, committed, assigned and unassigned*.

Under the Authority's fund balance reporting policy, the order of fund balance classification within each fund is determined by the fund's total nonspendable amount and remaining fund balance. All nonspendable funds, such as inventories and prepaid expenditures, must always be classified first, even if this action creates a deficit unassigned fund balance, and classifying funds under the remaining categories is not allowable if the action creates a deficit unassigned fund balance. The Authority's policy established that, unless prohibited by legal requirements, the following fund balance category order should be used when classifying any remaining funds: *restricted, committed, assigned and unassigned*.

The Library Joint Powers Authority has been established as the highest authority for fund balance commitments. The approval of fund balance assignments and the classification of fund balance amounts has been delegated to the Director of Libraries.

In addition, the Board approved an establishment of a stabilization agreement to cover cash flow issues and unexpected expenditures in future fiscal years. The amount at June 30, 2013, is \$1,912,905. This amount is included in committed fund balance.

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

9. FUND BALANCE, Continued

The following table shows the classification of the Authority's fund balance at the end of June 30, 2013:

Fund Balance Category	General Fund
Committed for:	
Stabilization Reserve	\$ 1,912,905
Technology improvements	4,894
New Felton branch	1,164
JPA vehicle replacement	155,738
Unassigned	1,421,117
Total Fund Balance	\$ 3,495,818

10. AUTHORITY'S FINANCIAL CONDITION

At June 30, 2013, the Authority had unrestricted Net Position of \$3,227,257, an increase of \$1,290,446 from the prior year of \$1,936,811 on the Government-Wide Financial Statements. The Authority had a surplus fund balance of \$3,495,818, an increase of \$1,203,705 from the prior year balance of \$2,292,113 on the Fund Financial Statements. Of that surplus fund balance, \$1,421,117 of it is unassigned.

The following is the four year trend information of financial condition of the Authority:

Government-Wide Financial Statements

	Total Net Position (Deficit)	Change \$	Unrestricted Net Position	Change \$	Change in Net Position	Change \$
2010	1,581,344	768,760	(10,994)	890,284	768,760	1,705,551
2011	2,478,488	897,144	1,029,390	1,040,384	897,144	128,384
2012	3,219,526	741,038	1,936,811	907,421	741,038	(156,106)
2013	4,354,251	1,134,725	3,227,257	1,290,446	1,134,725	393,687

Fund Financial Statements

	Total Fund Balance (Deficit)	Change \$
2010	511,782	797,280
2011	1,469,325	957,543
2012	2,292,113	822,788
2013	3,495,818	1,203,705

Santa Cruz Public Libraries Joint Powers Authority
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

10. AUTHORITY'S FINANCIAL CONDITION, Continued

The Authority has steadily improved its financial condition over the last four fiscal years. Fiscal years 2010, 2011, 2012 and 2013 saw an increase of \$768,760, \$897,144, \$741,038 and \$1,134,725 respectively, in total Net Position. Similarly, for fiscal years 2010, 2011, 2012 and 2013, the Authority saw an increase of \$797,280, \$957,543, \$822,788 and \$1,203,705 respectively, in total fund balance. These improvements in Net Position and fund balance reduce the uncertainties regarding the Authority's ability to conduct future operations.

During fiscal 2012-13, the Authority continued certain procedures to improve its fund balance, including reductions in operating expenses which are anticipated to continue for the next few years.

Management estimates that the Authority will also end fiscal year 2013-14 with a positive fund balance based on its current budget. The Authority is not anticipating that revenues will increase significantly in fiscal year 2013-14; however, the Authority has continued policies to control expenses, including the implementation of the new service model for the Library.

11. SUBSEQUENT EVENT

The board decided as part of their strategic plan to pay off the loan from the City early in fiscal year 2014 (refer to Note 4). This created a long term savings of over \$35,000 in interest expense and relieved the Library of the burden of the annual principal payments.

REQUIRED SUPPLEMENTARY INFORMATION

Santa Cruz Public Libraries
Required Supplementary Information
For the year ended June 30, 2013

Budgetary Comparison Schedule, General Fund

	Budgeted Amounts		Actual Amounts (GAAP Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Taxes	\$ -	\$ 5,991,473	\$ 6,479,095	\$ 487,622
Intergovernmental	5,152,416	5,157,116	5,100,666	(56,450)
Charges for services	13,600	13,600	16,883	3,283
Fines and forfeitures	225,000	225,000	227,444	2,444
Use of money and property	12,940	12,940	18,159	5,219
Other revenues	82,000	181,959	137,658	(44,301)
Total revenues	5,485,956	11,582,088	11,979,905	397,817
EXPENDITURES:				
Current:				
Personnel services	7,574,988	7,574,988	7,351,345	223,643
Services, supplies, and other charges	3,412,775	3,678,719	3,325,324	353,395
Debt service:				
Principal	85,453	85,453	85,453	-
Interest	15,518	15,518	15,517	1
Capital outlay	53,000	158,222	-	158,222
Total expenditures	11,141,734	11,512,900	10,777,639	735,261
REVENUES OVER (UNDER) EXPENDITURES	(5,655,778)	69,188	1,202,266	1,133,078
OTHER FINANCING SOURCES (USES):				
Sale of surplus equipment	-	-	1,439	1,439
Total other financing sources (uses)	-	-	1,439	1,439
NET CHANGE IN FUND BALANCE	(5,655,778)	69,188	1,203,705	1,134,517
BUDGETARY FUND BALANCES:				
Beginning of year	641,561	545,418	2,292,113	1,746,695
End of year	\$ (5,014,217)	\$ 614,606	\$ 3,495,818	\$ 2,881,212

Santa Cruz Public Libraries
Required Supplementary Information
For the year ended June 30, 2013

1. BUDGETARY BASIS OF ACCOUNTING

An annual budget is adopted by the Authority on or before June 30 for the fiscal year beginning July 1. The annual budget process begins in February with a public hearing, at which time the Board considers service and budget priorities for the following year. The Director of Libraries then prepares a proposed budget, based upon the service priorities and revenue estimates. The proposed budget is made available to the public for review prior to a public hearing in May of each year. At this hearing, the Board can request supplemental information from the Director of Libraries. This supplemental information, plus an update on available financing for the Library System is presented to the Board for review prior to final budget adoption.

Administratively, the Authority's budget is managed under the policies and procedures of the City. The Director of Libraries is authorized to approve appropriation transfers up to a specified amount; however, any new appropriation requires approval by the Authority Board. Several supplemental appropriations that were necessary during the year are reflected in the final budgeted amounts. Expenditures may not legally exceed appropriations at the department level.

All annual operating appropriations lapse at fiscal year end, except for amounts legally encumbered at year end. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in governmental fund types. Encumbrances outstanding at year-end are reported as reservation of fund balances since they do not constitute expenditures or liabilities, and re-appropriations in the subsequent year provide authority to complete these transactions as expenditures.

In addition, project-length (or non-lapsing) budgets are adopted for capital improvements and other projects, and grant-funded projects or programs that may not be completed within the fiscal year during which the budget appropriation for the project or program originates. Under these circumstances, the appropriation continues until project or program completion, or unless the appropriation is subsequently amended or rescinded by the Authority Board.

Budgets are adopted each year for the General Fund. This budget is prepared on a basis consistent with GAAP.

Santa Cruz Public Libraries
Combining Balance Sheet
Library Operating Funds*
June 30, 2013

	Library Operating Funds				Total Library Operating Funds
	Library JPA Operating	Technology Reserve	Felton Branch Reserve	JPA Vehicle Replacement	
ASSETS					
Cash and cash equivalents	\$ 2,624,307	\$ 4,887	\$ 1,162	\$ 155,498	\$ 2,785,854
Interest receivable	4,257	7	2	240	4,506
Taxes receivable	617,302	-	-	-	617,302
Accounts receivable	6,042	-	-	-	6,042
Due from other governments	405,351	-	-	-	405,351
Total assets	\$ 3,657,259	\$ 4,894	\$ 1,164	\$ 155,738	\$ 3,819,055
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable and other current liabilities	\$ 308,452	\$ -	\$ -	\$ -	308,452
Unearned revenue	14,262	-	-	-	14,262
Deposits payable	523	-	-	-	523
Total liabilities	323,237	-	-	-	323,237
Fund Balances:					
Committed	1,912,905	4,894	1,164	155,738	2,074,701
Unassigned	1,421,117	-	-	-	1,421,117
Total fund balances	3,334,022	4,894	1,164	155,738	3,495,818
Total liabilities and fund balances	\$ 3,657,259	\$ 4,894	\$ 1,164	\$ 155,738	\$ 3,819,055

*The "Library Operating Funds" constitute sub-funds of the General Fund of the Santa Cruz Public Libraries Joint Powers Authority.

Santa Cruz Public Libraries
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Library Operating Funds*
For the year ended June 30, 2013

	Library Operating Funds				Total Library Operating Funds
	Library JPA Operating	Technology Reserve	Felton Branch Reserve	JPA Vehicle Replacement	
REVENUES:					
Sales and use tax	\$ 6,479,095	\$ -	\$ -	\$ -	\$ 6,479,095
Charges for services	14,653	-	-	-	14,653
Federal grants	14,833	-	-	-	14,833
State grants	7,600	-	-	-	7,600
Local grants	18,875	-	-	-	18,875
Maintenance of effort	5,059,358	-	-	-	5,059,358
Room rentals	2,230	-	-	-	2,230
Fines and forfeitures	227,444	-	-	-	227,444
Investment income	17,320	19	5	815	18,159
Contributions and donations	43,235	-	-	-	43,235
From private trusts	75,190	-	-	-	75,190
Other miscellaneous revenues	19,233	-	-	-	19,233
Total revenues	11,979,066	19	5	815	11,979,905
EXPENDITURES:					
Current:					
Personnel services	7,351,345	-	-	-	7,351,345
Services, supplies and other charges	3,325,324	-	-	-	3,325,324
Debt service:					
Principal	85,453	-	-	-	85,453
Interest	15,517	-	-	-	15,517
Total expenditures	10,777,639	-	-	-	10,777,639
REVENUES OVER (UNDER) EXPENDITURES	1,201,427	19	5	815	1,202,266
OTHER FINANCING SOURCES (USES):					
Sale of surplus equipment	1,439	-	-	-	1,439
Transfers in	-	-	-	80,666	80,666
Transfers out	(80,666)	-	-	-	(80,666)
Total other financing sources (uses)	(79,227)	-	-	80,666	1,439
Net change in fund balances	1,122,200	19	5	81,481	1,203,705
FUND BALANCES:					
Beginning of year	2,211,822	4,875	1,159	74,257	2,292,113
End of year	\$ 3,334,022	\$ 4,894	\$ 1,164	\$ 155,738	\$ 3,495,818

*The "Library Operating Funds" constitute sub-funds of the General Fund of the Santa Cruz Public Libraries Joint Powers Authority.

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