

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

April 8, 2021

Item 5

Receive Financial Reports for the Months of January 2021 and February 2021

Summary of Recommendation

Receive and accept financial reports for the months of January and February 2021

Attachments:

January 2021 Financial Reports include:

1. Summary Balance Sheet as of January 31, 2021
2. Budget to Actual Snapshot July 2020 through January 2021
3. Income & Expense Report – Detailed July 2020 through January 2021

February 2021 Financial Reports include:

1. Summary Balance Sheet as of February 28, 2021
2. Budget to Actual Snapshot July 2020 through February 2021
3. Income & Expense Report – Detailed July 2020 through February 2021
4. Statement of Net Position of February 2021 (prepared by Jessie Kim, Maze & Associates)

Submitted by:



Katherine Korsak

Finance & Business Manager

January 2021
Financial Package

Kensington Police Protection & Community Services District
Summary Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	1,898,421.40
Accounts Receivable	1,541,753.92
Other Current Assets	<u>146,074.01</u>
Total Current Assets	3,586,249.33
Fixed Assets	5,404,005.32
Other Assets	<u>5,679,723.53</u>
TOTAL ASSETS	<u><u>14,669,978.18</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	<u>3,245.13</u>
Total Current Liabilities	3,245.13
Long Term Liabilities	<u>11,941,184.38</u>
Total Liabilities	11,944,429.51
Equity	<u>2,725,548.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,669,978.18</u></u>

Kensington Police Protection Community Services District
Budget to Actual Snapshot
 July 2020 through January 2021

	Jul '20 - Jan 21	YTD Budget	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue	3,381,721.56	3,290,539.00	3,405,057.00	91,182.56	102.77%
405 · Restricted Lost/Found/Misc	5,309.17				
420 · Park/Rec Activities Revenue	42,110.06	44,000.00	56,500.00	(1,889.94)	95.71%
440 · District Activities Revenue	22,913.49	30,000.00	67,000.00	(7,086.51)	76.38%
Total Income	3,452,054.28	3,364,539.00	3,528,557.00	87,515.28	102.6%
Gross Profit	3,452,054.28	3,364,539.00	3,528,557.00	87,515.28	102.6%
Expense					
500 · Police Sal & Ben	1,115,968.94	1,325,096.46	2,214,567.00	(209,127.52)	84.22%
550 · Other Police Expenses	262,344.32	312,175.70	432,509.00	(49,831.38)	84.04%
600 · Park/Rec Sal & Ben	3,900.00	5,622.90	9,639.00	(1,722.90)	69.36%
635 · Park/Recreation Expenses	68,114.44	102,386.90	148,379.00	(34,272.46)	66.53%
800 · District Expenses	325,603.19	375,078.00	614,433.00	(49,474.81)	86.81%
950 · Capital Outlay	177,057.65	39,075.35	45,117.00	137,982.30	453.12%
Total Expense	1,952,988.54	2,159,435.31	3,464,644.00	(206,446.77)	90.44%
Net Ordinary Income	1,499,065.74	1,205,103.69	63,913.00	293,962.05	124.39%
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses	253,113.39	0.00	0.00	253,113.39	100.0%
Total Other Expense	253,113.39	0.00	0.00	253,113.39	100.0%
Net Other Income	(253,113.39)	0.00	0.00	(253,113.39)	100.0%
Net Income	1,245,952.35	1,205,103.69	63,913.00	40,848.66	103.39%

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through January 2021

	Jul '20 - Jan 21
Ordinary Income/Expense	
Income	
400 · Police Activities Revenue	
401 · Levy Tax	2,013,957.79
402 · Special Tax-Police	685,710.00
404 · Measure G Supplemental Tax Rev	598,395.70
410 · Police Fees/Service Charges	485.00
414 · POST Reimbursement	2,194.98
415 · Grants-Police	76,150.02
416 · Interest-Police	2,620.19
417 · Police Asset Sale	209.37
418 · Misc Police Income	1,998.51
	3,381,721.56
Total 400 · Police Activities Revenue	3,381,721.56
405 · Restricted Lost/Found/Misc	5,309.17
420 · Park/Rec Activities Revenue	
424 · Special Tax-L&L	41,529.06
438 · Misc Park/Rec Rev	181.00
439 · Contributions for Community Ctr	400.00
	42,110.06
Total 420 · Park/Rec Activities Revenue	42,110.06
440 · District Activities Revenue	
448a · Franchise Fees Gross	38,078.21
448b · less Franchise Fees Paid Out	(16,319.23)
456 · Interest-District	1,154.51
	22,913.49
Total 440 · District Activities Revenue	22,913.49
Total Income	3,452,054.28
Gross Profit	3,452,054.28
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	659,044.88
506 · Overtime	61,294.16
508 · Salary - Non-Sworn	23,899.37
516 · Uniform Allowance	5,259.48
518 · Safety Equipment	1,307.43
521-A · Medical/Vision/Dental-Active	94,196.20
521-R · Medical/Vision/Dental-Retired	120,889.81
521-T · Medical/Vision/Dental-Trust	0.00
522 · Insurance - Police	3,263.00
523 · Social Security/Medicare	1,668.50
524 · Social Security - District	6,889.75
527 · PERS - District Portion	105,253.19

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through January 2021

	Jul '20 - Jan 21
528 · PERS - Officers Portion	2,883.66
530 · Workers Comp	30,119.51
	1,115,968.94
Total 500 · Police Sal & Ben	1,115,968.94
550 · Other Police Expenses	
552 · Expendable Police Supplies	2,171.67
553 · Range/Ammunition Supplies	2,714.96
554 · Traffic Safety	4,319.41
561 · Vehicle Fuel	8,700.23
562 · Vehicle Operation	7,981.99
563 · Vehicle Lease	4,120.28
564 · Communications	145,021.69
566 · Radio Maintenance	(5,620.51)
567 · Alarm	465.78
568 · Prisoner/Case Exp./Booking	2,298.99
570 · Training	11,728.68
571 · Records	450.00
572 · Hiring	7,931.73
576 · Misc. Dues, Meals & Travel	2,094.00
578 · POST - Reimburse	(150.00)
580 · Utilities - Police	5,775.90
582 · Expendable Office Supplies	1,705.67
587 · IT Contract	11,115.64
588 · Telephone	12,017.00
590 · Janitorial	2,139.18
591 · General Liability Insurance	28,657.30
592 · Publications	3,121.00
594 · Community Policing	120.00
595 · Legal/Consulting - Police	1,190.60
599 · Police Taxes Measure G Admin	2,009.82
550 · Other Police Expenses - Other	263.31
	262,344.32
Total 550 · Other Police Expenses	262,344.32
600 · Park/Rec Sal & Ben	
602 · Custodian	3,900.00
	3,900.00
Total 600 · Park/Rec Sal & Ben	3,900.00

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through January 2021

	Jul '20 - Jan 21
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	280.00
642 · Utilities-Community Center	3,732.86
644 · Landscaping	2,760.00
645 · General Liab./Workers Comp	6,431.71
646 · Community Center Repairs	135.00
	13,339.57
Total 640 · Community Center Expenses	
650 · Park	
652 · Repairs	1,067.00
653 · Landscaping	10,845.00
656 · Utilities	8,443.54
657 · General Liab./Workers Comp	6,431.71
658 · Levy Administration	2,673.56
659 · Misc	124.06
	29,584.87
Total 650 · Park	
660 · Annex Expenses	
667 · Annex Landscaping	1,640.00
	1,640.00
Total 660 · Annex Expenses	
672 · Kensington Park O&M	2,050.00
674 · Tennis Courts (new title)	21,500.00
	23,550.00
Total 635 · Park/Recreation Expenses	68,114.44
800 · District Expenses	
808 · District Salaries	107,696.64
809 · District Payroll Taxes	10,709.16
810 · IT Contract	6,409.64
815 · Admin Communications	3,783.09
816 · Office Supplies	810.86
817 · Postage	467.03
819 · Dues/Subscriptions	7,371.94
820 · Copier Contract	2,370.04
826 · Board Meetings	35.97
830 · Legal (District/Personnel)	30,028.58
835 · Consulting	20,491.85
840 · Accounting	59,725.00
850 · Insurance	24,309.17
851 · Workers Comp	9,402.12
861 · LAFCO	1,728.55
865 · Police Bldg. Lease	21,351.50
870 · County Expenditures	6,756.06

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through January 2021

	Jul '20 - Jan 21
890 · Waste/Recycle	1,550.00
891 · COVID	5,517.16
898 · Misc. Expenses	5,088.83
Total 800 · District Expenses	325,603.19
950 · Capital Outlay	
965 · Personal Police Equipment-Asset	2,849.29
966 · Police Traffic Equipment	0.00
968 · Office Furn/Eq	861.67
969 · Computer Equipment	2,044.78
975 · Community Center Loan Repaym...	0.00
985 · Comm. Ctr Renovation (Cap Fund)	140,210.86
950 · Capital Outlay - Other	31,091.05
Total 950 · Capital Outlay	177,057.65
Total Expense	1,952,988.54
Net Ordinary Income	1,499,065.74
Other Income/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	5,806.56
715 · Bond Interest Income	(346.28)
720 · Bond Principal	150,662.12
730 · Bond Interest	96,990.99
Total 700 · Bond Issue Expenses	253,113.39
Total Other Expense	253,113.39
Net Other Income	(253,113.39)
Net Income	1,245,952.35

February 2021 Financial Package

Kensington Police Protection & Community Services District
Summary Balance Sheet
As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	1,692,252.99
Accounts Receivable	1,539,913.83
Other Current Assets	<u>146,074.01</u>
Total Current Assets	3,378,240.83
Fixed Assets	5,404,005.32
Other Assets	<u>5,682,963.71</u>
TOTAL ASSETS	<u><u>14,465,209.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	<u>4,045.01</u>
Total Current Liabilities	4,045.01
Long Term Liabilities	<u>11,941,184.38</u>
Total Liabilities	11,945,229.39
Equity	<u>2,519,980.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,465,209.86</u></u>

Kensington Police Protection & Community Services District
Budget to Actual Snapshot
 July 2020 through February 2021

	Jul '20 - Feb 21	YTD Budget	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue	3,403,932.88	3,304,664.00	3,405,057.00	99,268.88	103.0%
405 · Restricted Lost/Found/Misc	5,309.17				
420 · Park/Rec Activities Revenue	42,110.06	46,500.00	56,500.00	(4,389.94)	90.56%
440 · District Activities Revenue	20,554.05	32,000.00	67,000.00	(11,445.95)	64.23%
Total Income	3,471,906.16	3,383,164.00	3,528,557.00	88,742.16	102.62%
Gross Profit	3,471,906.16	3,383,164.00	3,528,557.00	88,742.16	102.62%
Expense					
500 · Police Sal & Ben	1,264,239.68	1,624,033.68	2,214,567.00	(359,794.00)	77.85%
550 · Other Police Expenses	285,133.59	336,042.36	432,509.00	(50,908.77)	84.85%
600 · Park/Rec Sal & Ben	4,600.00	6,426.12	9,639.00	(1,826.12)	71.58%
635 · Park/Recreation Expenses	74,741.05	111,585.32	148,379.00	(36,844.27)	66.98%
800 · District Expenses	372,060.25	422,949.00	614,433.00	(50,888.75)	87.97%
950 · Capital Outlay	177,634.05	40,283.68	45,117.00	137,350.37	440.96%
Total Expense	2,178,408.62	2,541,320.16	3,464,644.00	(362,911.54)	85.72%
Net Ordinary Income	1,293,497.54	841,843.84	63,913.00	451,653.70	153.65%
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses	253,113.39	0.00	0.00	253,113.39	100.0%
Total Other Expense	253,113.39	0.00	0.00	253,113.39	100.0%
Net Other Income	(253,113.39)	0.00	0.00	(253,113.39)	100.0%
Net Income	1,040,384.15	841,843.84	63,913.00	198,540.31	123.58%

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through February 2021

	Jul '20 - Feb 21
Ordinary Income/Expense	
Income	
400 · Police Activities Revenue	
401 · Levy Tax	2,012,086.87
402 · Special Tax-Police	685,710.00
404 · Measure G Supplemental Tax Rev	598,395.70
410 · Police Fees/Service Charges	485.00
414 · POST Reimbursement	8,256.46
415 · Grants-Police	93,802.31
416 · Interest-Police	2,620.19
417 · Police Asset Sale	209.37
418 · Misc Police Income	2,366.98
	3,403,932.88
Total 400 · Police Activities Revenue	3,403,932.88
405 · Restricted Lost/Found/Misc	5,309.17
420 · Park/Rec Activities Revenue	
424 · Special Tax-L&L	41,529.06
438 · Misc Park/Rec Rev	181.00
439 · Contributions for Community Ctr	400.00
	42,110.06
Total 420 · Park/Rec Activities Revenue	42,110.06
440 · District Activities Revenue	
448a · Franchise Fees Gross	38,078.21
448b · less Franchise Fees Paid Out	(18,708.67)
456 · Interest-District	1,154.51
458 · Misc District Revenue	30.00
	20,554.05
Total 440 · District Activities Revenue	20,554.05
Total Income	3,471,906.16
Gross Profit	3,471,906.16
Expense	
500 · Police Sal & Ben	
502 · Salary - Officers	756,462.68
506 · Overtime	61,294.16
508 · Salary - Non-Sworn	26,721.06
516 · Uniform Allowance	8,502.37
518 · Safety Equipment	1,307.43
521-A · Medical/Vision/Dental-Active	107,088.17
521-R · Medical/Vision/Dental-Retired	135,521.48
521-T · Medical/Vision/Dental-Trust	0.00
522 · Insurance - Police	2,675.74
523 · Social Security/Medicare	1,668.50
524 · Social Security - District	8,478.63

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through February 2021

	Jul '20 - Feb 21
527 · PERS - District Portion	121,086.93
528 · PERS - Officers Portion	3,313.02
530 · Workers Comp	30,119.51
	1,264,239.68
Total 500 · Police Sal & Ben	
550 · Other Police Expenses	
552 · Expendable Police Supplies	2,229.36
553 · Range/Ammunition Supplies	2,714.96
554 · Traffic Safety	5,216.27
561 · Vehicle Fuel	10,419.97
562 · Vehicle Operation	8,609.05
563 · Vehicle Lease	8,240.23
564 · Communications	145,021.69
566 · Radio Maintenance	(4,122.62)
567 · Alarm	698.67
568 · Prisoner/Case Exp./Booking	2,298.99
570 · Training	11,728.68
571 · Records	641.02
572 · Hiring	7,931.73
574 · Reserve Officers	517.11
576 · Misc. Dues, Meals & Travel	2,094.00
578 · POST - Reimburse	(150.00)
580 · Utilities - Police	6,548.40
582 · Expendable Office Supplies	1,963.63
587 · IT Contract	12,491.64
588 · Telephone	13,986.95
590 · Janitorial	2,380.09
591 · General Liability Insurance	28,657.30
592 · Publications	3,121.00
594 · Community Policing	2,163.74
595 · Legal/Consulting - Police	1,190.60
596 · CAL I.D.	6,268.00
599 · Police Taxes Measure G Admin	2,009.82
550 · Other Police Expenses - Other	263.31
	285,133.59
Total 550 · Other Police Expenses	
600 · Park/Rec Sal & Ben	
602 · Custodian	4,600.00
	4,600.00
Total 600 · Park/Rec Sal & Ben	

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through February 2021

	Jul '20 - Feb 21
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
641 · General Maintenance	280.00
642 · Utilities-Community Center	4,368.31
644 · Landscaping	3,427.50
645 · General Liab./Workers Comp	6,431.71
646 · Community Center Repairs	135.00
	14,642.52
Total 640 · Community Center Expenses	
650 · Park	
652 · Repairs	1,067.00
653 · Landscaping	15,417.50
656 · Utilities	8,749.70
657 · General Liab./Workers Comp	6,431.71
658 · Levy Administration	2,673.56
659 · Misc	124.06
	34,463.53
Total 650 · Park	
660 · Annex Expenses	
667 · Annex Landscaping	2,085.00
	2,085.00
Total 660 · Annex Expenses	
672 · Kensington Park O&M	2,050.00
674 · Tennis Courts (new title)	21,500.00
	74,741.05
Total 635 · Park/Recreation Expenses	
800 · District Expenses	
808 · District Salaries	127,502.13
809 · District Payroll Taxes	12,132.94
810 · IT Contract	7,982.19
815 · Admin Communications	4,333.07
816 · Office Supplies	884.15
817 · Postage	467.03
819 · Dues/Subscriptions	7,371.94
820 · Copier Contract	2,607.44
826 · Board Meetings	47.96
830 · Legal (District/Personnel)	30,757.28
835 · Consulting	20,491.85
840 · Accounting	74,215.00
850 · Insurance	24,309.17
851 · Workers Comp	9,402.12
860 · Election	4,990.83
861 · LAFCO	1,728.55
865 · Police Bldg. Lease	24,401.75

Kensington Police Protection & Community Services District
Income & Expense Report - Detailed
 July 2020 through February 2021

	Jul '20 - Feb 21
870 · County Expenditures	6,756.06
890 · Waste/Recycle	1,750.00
891 · COVID	4,749.91
898 · Misc. Expenses	5,178.88
Total 800 · District Expenses	372,060.25
950 · Capital Outlay	
963 · Patrol Car Accessories	212.74
965 · Personal Police Equipment-Asset	2,849.29
966 · Police Traffic Equipment	0.00
968 · Office Furn/Eq	1,225.33
969 · Computer Equipment	2,044.78
975 · Community Center Loan Repaym...	0.00
985 · Comm. Ctr Renovation (Cap Fund)	140,210.86
950 · Capital Outlay - Other	31,091.05
Total 950 · Capital Outlay	177,634.05
Total Expense	2,178,408.62
Net Ordinary Income	1,293,497.54
Other Income/Expense	
Other Expense	
700 · Bond Issue Expenses	
710 · Bond Admin.	5,806.56
715 · Bond Interest Income	(346.28)
720 · Bond Principal	150,662.12
730 · Bond Interest	96,990.99
Total 700 · Bond Issue Expenses	253,113.39
Total Other Expense	253,113.39
Net Other Income	(253,113.39)
Net Income	1,040,384.15