

**OAK TREE PARK AND RECREATION  
DISTRICT  
CALIFORNIA**

**FINANCIAL STATEMENTS  
TOGETHER WITH  
INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED  
JUNE 30, 2016**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**OAK TREE PARK AND RECREATION DISTRICT**  
**Annual Financial Report**  
**For the Year Ended June 30, 2016**

**Table of Contents**

	Page
<b>INTRODUCTORY SECTION</b>	
List of Officials. . . . .	i
<b>FINANCIAL SECTION</b>	
Independent Auditor’s Report. . . . .	1-3
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position. . . . .	4
Statement of Activities. . . . .	5
Fund Financial Statements:	
Balance Sheet. . . . .	6
Reconciliation of the Governmental Fund Balance Sheet to the Government-Wide Statement of Net Position - Governmental Activities. . . . .	7
Statement of Revenues, Expenditures, and Changes in Fund Balance. . . . .	8
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Fund to the Government-Wide Statement of Activities - Governmental Activities. . . . .	9
Notes to Basic Financial Statements. . . . .	10-19
Required Supplementary Information:	
Budgetary Comparison Schedule - General Fund. . . . .	20
Notes to Budgetary Comparison Schedule. . . . .	21
<b>OTHER REPORT AND SCHEDULES</b>	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed In Accordance with Government Auditing Standards. . . . .	22-23
Schedule of Findings and Recommendations. . . . .	24-27
Schedule of Prior Year Findings and Recommendations. . . . .	28-29
Management’s Corrective Action Plan. . . . .	30-31

**THIS PAGE INTENTIONALLY LEFT BLANK**

---

## **INTRODUCTORY SECTION**

- **List of Officials**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**OAK TREE PARK AND RECREATION DISTRICT**  
**Board of Directors**  
**For the Year Ended June 30, 2016**

Michael Travers

Chairman

Grant Wayman

Vice-Chairman

Tracy Corris

Treasurer

Carole Chadima

Director

Anne Solik

Director

**THIS PAGE INTENTIONALLY LEFT BLANK**

---

## **FINANCIAL SECTION**

- **Independent Auditor's Report**
- **Basic Financial Statements**
- **Required Supplementary Information**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Oak Tree Park and Recreation District  
North San Juan, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of Oak Tree Park and Recreation District, California (District), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the 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**

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 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.

To the Board of Directors  
Oak Tree Park and Recreation District  
North San Juan, California

## **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 District as of June 30, 2016, 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.

## **Emphasis of Matter**

As described in Note 1N to the financial statements, in 2016, the District implemented Governmental Accounting Standards Board (GASB) Statement Nos. 72, 73, 76 and 79. Our opinion is not modified with respect to these matters.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information as listed in the table of contents 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.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

### *Other Information*

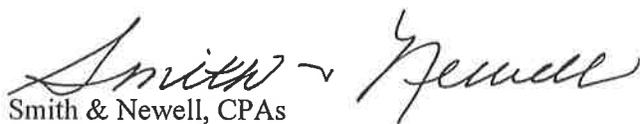
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

To the Board of Directors  
Oak Tree Park and Recreation District  
North San Juan, California

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated October 25, 2016 on our consideration of the District'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 the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script, appearing to read "Smith & Newell", is written over the typed name.

Smith & Newell, CPAs  
Yuba City, California  
October 25, 2016

**THIS PAGE INTENTIONALLY LEFT BLANK**

---

## **Basic Financial Statements**

- **Government-Wide Financial Statements**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**OAK TREE PARK AND RECREATION DISTRICT**  
**Statement of Net Position**  
**June 30, 2016**

	<u>Total Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments	\$ 113,390
Receivables:	
Accounts	33
Capital assets:	
Non depreciable	67,957
Depreciable, net	<u>139,517</u>
Total capital assets	<u>207,474</u>
<b>Total Assets</b>	<u><u>320,897</u></u>
<b>LIABILITIES</b>	
Accounts payable	<u>13</u>
<b>Total Liabilities</b>	<u>13</u>
<b>NET POSITION</b>	
Investment in capital assets	207,474
Restricted for capital projects	59,192
Unrestricted	<u>54,218</u>
<b>Total Net Position</b>	<u><u>\$ 320,884</u></u>

The notes to the basic financial statements are an integral part of this statement.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Statement of Activities**  
**For the Year Ended June 30, 2016**

<u>Functions/Programs:</u>	Program Revenues				Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
Governmental activities:					
General government	\$ 47,774	\$ 33,251	\$ 42	\$ -	\$ (14,481)
<b>Total Governmental Activities</b>	47,774	33,251	42	-	(14,481)
<b>Total</b>	\$ 47,774	\$ 33,251	\$ 42	\$ -	(14,481)
<b>General revenues:</b>					
Taxes:					
Property taxes					4,240
Interest and investment earnings					2,168
Miscellaneous					7,068
<b>Total General Revenues</b>					13,476
<b>Change in Net Position</b>					(1,005)
<b>Net Position - Beginning</b>					321,889
<b>Net Position - Ending</b>					\$ 320,884

The notes to the basic financial statements are an integral part of this statement.

---

## **Basic Financial Statements**

- **Fund Financial Statements**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**OAK TREE PARK AND RECREATION DISTRICT**  
**Balance Sheet**  
**Governmental Fund**  
**June 30, 2016**

	<b>General Fund</b>
<b>ASSETS</b>	
Cash and investments	\$ 113,390
Receivables:	
Accounts	33
<b>Total Assets</b>	<b>\$ 113,423</b>
<b>LIABILITIES</b>	
Accounts payable	\$ 13
<b>Total Liabilities</b>	13
<b>FUND BALANCE</b>	
Restricted	59,192
Unassigned	54,218
<b>Total Fund Balance</b>	113,410
<b>Total Liabilities and Fund Balance</b>	<b>\$ 113,423</b>

The notes to the basic financial statements are an integral part of this statement.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Reconciliation of the Governmental Fund Balance**  
**Sheet to the Government-Wide Statement of**  
**Net Position - Governmental Activities**  
**June 30, 2016**

<b>Total Fund Balance - Total Governmental Fund</b>	<b>\$ 113,410</b>
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 governmental fund balance sheet.	<u>207,474</u>
<b>Net Position of Governmental Activities</b>	<b><u><u>\$ 320,884</u></u></b>

The notes to the basic financial statements are an integral part of this statement.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance**  
**Governmental Fund**  
**For the Year Ended June 30, 2016**

	<b>General Fund</b>
<b>REVENUES</b>	
Taxes and assessments	\$ 37,491
Use of money and property	2,168
Intergovernmental revenues	42
Other revenues	7,068
<b>Total Revenues</b>	46,769
<b>EXPENDITURES</b>	
Current general government:	
Services and supplies	40,890
<b>Total Expenditures</b>	40,890
<b>Net Change in Fund Balance</b>	5,879
<b>Fund Balance - Beginning</b>	107,531
<b>Fund Balance - Ending</b>	\$ 113,410

The notes to the basic financial statements are an integral part of this statement.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance of the Governmental Fund to the**  
**Government-Wide Statement of Activities - Governmental Activities**  
**For the Year Ended June 30, 2016**

<b>Net Change in Fund Balance - Total Governmental Fund</b>	<b>\$ 5,879</b>
---	-----------------

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Less current year depreciation	<u>(6,884)</u>
--------------------------------	----------------

<b>Change in Net Position of Governmental Activities</b>	<b>\$ <u>(1,005)</u></b>
--	--------------------------

The notes to the basic financial statements are an integral part of this statement.

---

## **Basic Financial Statements**

- **Notes to Basic Financial Statements**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

Oak Tree Park and Recreation District is a special district within the County of Nevada governed by an independent five member Board of Directors. The District was formed under Section 5780 of the California Public Resources Code after the election of November 2010. The District was established to provide administration, maintenance, and capital improvements to the Oak Tree Community Park in the San Juan Ridge area of Nevada County. Revenues are derived principally from the county-wide tax levy and a special assessment on improved and unimproved parcels within the District. The financial transactions are recorded in the County of Nevada's accounting system.

Generally accepted accounting principles require government financial statements to include the primary government and its component units. Component units of a governmental entity are legally separate entities for which the primary government is considered to be financially accountable and for which the nature and significance of their relationship with the primary government are such that exclusion would cause the combined financial statements to be misleading. The primary government is considered to be financially accountable if it appoints a majority of an organization's governing body and is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government.

**Component Units**

Based on the application of the criteria set forth by the Governmental Accounting Standards Board, management has determined that there are no component units of the District.

**B. Basis of Presentation**

**Government-Wide Financial Statements**

The statement of net position and statement of activities display information on all the activities of the District. These statements include the financial activities of the overall District. These statements report the governmental activities of the District, which are normally supported by property taxes and special assessments. The District had no business-type activities at June 30, 2016.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and; therefore, are clearly identifiable to a particular function. Program revenues include 1) charges paid by the recipients of goods and services offered by the program, 2) operating grants and contributions, and 3) capital grants and contributions. Taxes and other items not properly included among program revenues are presented instead as general revenues.

**Fund Financial Statements**

Fund financial statements of the District are organized into one fund which is considered to be a separate accounting entity. The fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures. The fund of the District is organized into the governmental category. The emphasis is placed on major funds; each is displayed in a separate column.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation (Continued)**

**Fund Financial Statements (Continued)**

The District reports the following major governmental fund:

- The General fund is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the District.

**C. Basis of Accounting and Measurement Focus**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property tax, grants, entitlements, and donations. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Property tax, grants, use of money and property, and charges for services are considered susceptible to accrual and are accrued when their receipt occurs within sixty days after the end of the fiscal year. Expenditures are generally recorded when a liability is incurred as under accrual accounting. However, debt service expenditures as well as expenditures related to claims and judgements are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as other financing sources.

**D. Non-Current Governmental Assets/Liabilities**

Non-current governmental assets and liabilities, such as capital assets and long-term liabilities, are reported in the governmental activities column in the government-wide statement of net position.

**E. Investments**

The District pools all cash and investments with the County of Nevada. The Nevada County Treasury is an external investment pool for the District and the District considered an involuntary participant. The District's share in this pool is displayed in the accompanying financial statements as cash and investments.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. Investments (Continued)**

Participant's equity in the investment pool is determined by the dollar amount of participant deposits, adjusted for withdrawals and distributed investment income. Investment income is determined on an amortized cost basis. Interest payments, accrued interest, accreted discounts, amortized premiums, and realized capital gains and losses, net of administrative fees, are apportioned to pool participants every quarter. This method differs from the fair value method used to value investments in these financial statements as unrealized gains or losses are not apportioned to pool participants. During the fiscal year ended June 30, 2016, the County Treasurer has not entered into any legally binding guarantees to support the value of participant equity in the investment pool.

**F. Receivables**

Receivables consist mainly of accounts. Management believes its receivables are fully collectible and, accordingly, no allowance for doubtful accounts is required.

**G. Inventory**

Inventories are recorded as expenditures at the time the inventory is purchased rather than when consumed. Records are not maintained of inventory and supplies on hand, although these amounts are not considered material.

**H. Capital Assets**

Capital assets are recorded at historical cost, or estimated historical cost if actual historical cost is unavailable. Contributed capital assets are recorded at their acquisition value at the date of donation.

Capital assets used in operations are depreciated or amortized using the straight-line method over the assets estimated useful life in the government-wide financial statements. The range of estimated useful lives by type of asset is as follows:

<u>Depreciable Asset</u>	<u>Estimated Lives</u>
Structures and improvements	25 years
Equipment	15 years

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts and any resulting gain or loss is included in the results of operations.

**I. Compensated Absences and Postemployment Benefits**

The District does not currently have any employees. Therefore, there is no liability for compensated absences or postemployment benefits.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**J. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. At June 30, 2016, the District did not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. At June 30, 2016, the District did not have any deferred inflows of resources.

**K. Property Tax**

Nevada County is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County of Nevada up to 1 percent of the full cash value of taxable property, plus other increases approved by the voter and distributed in accordance with statutory formulas.

The valuation/lien date for all taxes is January 1. Secured property tax is due in two installments, the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Unsecured property taxes are due on March 1, and become delinquent, if unpaid on August 31.

The County uses the alternative method of property tax apportionment known as the "Teeter Plan". Under this method of property tax apportionment, the County remits the entire amount levied and handles all delinquencies, retaining interest and penalties.

**L. Assessments**

The District levies special assessments on the property owners within the District boundaries. An assessment of \$27 per year for each improved parcel and \$14 per year for one or more unimproved parcels held in the same ownership was approved by voters of the District on November 2, 2010. The special assessments are collected along with property taxes by the County of Nevada.

Nevada County assesses properties, bills, collects, and distributes the assessments to the District.

Assessments are due in two installments (secured roll) on November 1 and March 1 and become delinquent after December 10 and April 10, respectively.

**M. Estimates**

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

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**N. Implementation of Governmental Accounting Standards Board Statements (GASB)**

The following Governmental Accounting Standards Board (GASB) Statements have been implemented, if applicable, in the current financial statements.

**Statement No. 72, Fair Value Measurement and Application.** This statement addresses accounting and financial reporting issues related to fair value measurements. This statement provides guidance for determining a fair value measurement and for applying fair value to certain investments and disclosures related to all fair value measurements.

**Statement No. 73, Accounting and Financial Reporting for Pensions and Related Assets** that are not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68. This Statement establishes requirements for defined benefit pensions and defined contribution pensions that are not within the scope of Statement No. 68 as well as for the assets accumulated for purposes of providing those pensions.

**Statement No. 76, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.** This statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and non-authoritative literature in the event that the accounting treatment for a transaction is not specified within a source of authoritative GAAP.

**Statement No. 79, Certain External Investment Pools and Pool Participants.** This statement establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes.

**NOTE 2: CASH AND INVESTMENTS**

**A. Financial Statement Presentation**

As of June 30, 2016, the District's cash and investments consisted of the following:

Cash	
Deposits (less outstanding checks)	\$ <u>295</u>
Total Cash	<u>295</u>
Investments:	
Nevada County Treasurer's Pool	<u>113,095</u>
Total Investments	<u>113,095</u>
Total Cash and Investments	<u>\$ 113,390</u>

**B. Cash**

At year end, the carrying amount of the District's cash deposits (including amounts in checking accounts) was \$295 and the bank balance was \$295.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 2: CASH AND INVESTMENTS (CONTINUED)**

**B. Cash (Continued)**

Custodial Credit Risk for Deposits - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or collateral securities that are in the possession of an outside party. The District complies with the requirements of the California Government Code. Under this code, deposits of more than \$250,000 must be collateralized at 105 percent to 150 percent of the value of the deposit to guarantee the safety of the public funds.

**C. Investments**

The District does not have a formal investment policy. At June 30, 2016, all investments of the District were in the County of Nevada investment pool. Under the provisions of the County's investment policy and the California Government Code, the County may invest or deposit in the following:

- U.S. Treasury and Agency Obligations
- California State Registered Warrants, Treasury Notes and Bonds
- Local Agency Obligations
- Banker's Acceptances
- Money Market Funds
- Commercial Paper
- Medium Term Notes
- Negotiable Certificates of Deposit
- Repurchase Agreements
- Reverse Repurchase Agreements
- Certificates of Deposit
- Pass-Through Security
- Local Agency Investment Fund (LAIF)
- California Asset Management Program (CAMP)
- Supranational

Fair Value Measurements - The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and,
- Level 3: Unobservable inputs

The District's position in external investment pools is in itself regarded as a type of investment and looking through to the underlying investments of the pool is not appropriate. Therefore, the District's investment in external investment pools are not recognized in the three-tiered value hierarchy described above.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 2: CASH AND INVESTMENTS (CONTINUED)**

**C. Investments (Continued)**

At June 30, 2016, the District had the following recurring fair value measurements:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments by Fair Value Level				
None	\$ -	\$ -	\$ -	\$ -
Total Investments Measured at Fair Value	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Investments in External Investment Pool				
County Treasurer's Pool	<u>390</u>			
Total Investments	<u>\$ 390</u>			

**Interest Rate Risk** - Interest rate risk is the risk of loss due to the fair value of an investment falling due to interest rates rising. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. To limit exposure to fair value losses resulting from increases in interest rates, the County's investment policy limits investment maturities to a term appropriate to the need for funds so as to permit the County to meet all projected obligations. The County limits its exposure to interest rate risk inherent in its portfolio by limiting individual maturities to 5 years or less.

**Credit Risk** - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County's investment policy sets specific parameters by type of investment to be met at the time of purchase. As of June 30, 2016, the District's investments were all pooled with the County Treasury which is not rated by a nationally recognized statistical rating organization.

**Custodial Credit Risk** - Custodial credit risk for investments is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or collateral securities that are in the possession of an outside party. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investments in securities through the use of mutual funds or government investment pools.

**Concentration of Credit Risk** - Concentration of credit risk is the risk of loss attributed to the magnitude of the District's investment in a single issuer of securities. When investments are concentrated in one issuer, this concentration presents a heightened risk of potential loss. State law and the investment policy of the County contain limitations on the amount that can be invested in any one issuer. All investments of the District were in the County investment pool which contains a diversification of investments.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 2: CASH AND INVESTMENTS (CONTINUED)**

**D. Investments in External Pool**

The Nevada County Pooled Investment Fund is a pooled investment fund program governed by the County which monitors and reviews the management of public funds maintained in the investment pool in accordance with the County investment policy and the California Government Code. The Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the Board of Supervisors every month. The report covers the type of investments in the pool, maturity dates, par value, actual cost and fair value. Investments in the Nevada County Pooled Investment Fund are highly liquid as deposits and withdrawals can be made at any time without penalty. The Pool does not impose a maximum investment limit.

Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. The County of Nevada's financial statements may be obtained by contacting the County of Nevada Auditor-Controller's office at 950 Maidu Ave., Nevada City, CA 95959.

**NOTE 3: CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2016, was as follows:

	<u>Balance</u> <u>July 1, 2015</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>June 30, 2016</u>
<b>Governmental Activities</b>				
Capital Assets, Not Being Depreciated:				
Land	\$ 67,957	\$ -	\$ -	\$ 67,957
Total Capital Assets, Not Being Depreciated	<u>67,957</u>	<u>-</u>	<u>-</u>	<u>67,957</u>
Capital Assets, Being Depreciated:				
Buildings and improvements	155,000	-	-	155,000
Equipment	<u>8,486</u>	<u>-</u>	<u>-</u>	<u>8,486</u>
Total Capital Assets, Being Depreciated	<u>163,486</u>	<u>-</u>	<u>-</u>	<u>163,486</u>
Less Accumulated Depreciation For:				
Buildings and improvements	( 14,902)	( 4,473)	-	( 19,375)
Equipment	<u>( 2,183)</u>	<u>( 2,411)</u>	<u>-</u>	<u>( 4,594)</u>
Total Accumulated Depreciation	<u>( 17,085)</u>	<u>( 6,884)</u>	<u>-</u>	<u>( 23,969)</u>
Total Capital Assets, Being Depreciated, Net	<u>146,401</u>	<u>( 6,884)</u>	<u>-</u>	<u>139,517</u>
Total Capital Assets, Net	<u>\$ 214,358</u>	<u>(\$ 6,884)</u>	<u>\$ -</u>	<u>\$ 207,474</u>

**Depreciation**

Depreciation was charged to governmental functions as follows:

General Government	<u>\$ 6,884</u>
Total Depreciation Expense - Governmental Activities	<u>\$ 6,884</u>

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 4: NET POSITION**

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- **Net investment in capital assets** - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- **Restricted net position** - consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- **Unrestricted net position** - all other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

**Net Position Flow Assumption**

When a government funds outlays for a particular purpose from both restricted and unrestricted resources, a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted net position are available, it is considered that restricted resources are used first, followed by the unrestricted resources.

**NOTE 5: FUND BALANCES**

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2016, fund balance for governmental funds is made up of the following:

- **Nonspendable fund balance** - amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories and prepaid amounts.
- **Restricted fund balance** - amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- **Committed fund balance** - amounts that can only be used for the specific purposes determined by formal action of the District’s highest level of decision-making authority. The Board of Directors is the highest level of decision making authority for the District that can, by adoption of an ordinance commit fund balance. Once adopted, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

**OAK TREE PARK & RECREATION DISTRICT**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2016**

**NOTE 5: FUND BALANCES (CONTINUED)**

- **Assigned fund balance** - amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose.
- **Unassigned fund balance** - the residual classification for the District's General fund that includes all amounts not contained in the other classifications.

The fund balance for the governmental fund as of June 30, 2016, was distributed as follows:

	Total
<b>Restricted for:</b>	
Capital projects	\$ 59,192
<b>Unassigned</b>	54,218
Total	\$ 113,410

**Fund Balance Flow Assumption**

When a government funds outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance), a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted fund balance are available, it is considered that restricted fund balance is 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.

**Fund Balance Policy**

The Board of Directors has not established a fund balance policy by passage of an ordinance or resolution. Fund balance which is committed or assigned for a specific purpose is typically done through adoption of the budget and subsequent budget amendments.

**NOTE 6: 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; injuries to employees; and natural disasters. The District purchases coverage from an insurance company. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**NOTE 7: OTHER INFORMATION**

**A. Subsequent Events**

Management has evaluated events subsequent to June 30, 2016 through October 25, 2016, the date on which the financial statements were available for issuance. Management has determined no subsequent events requiring disclosure have occurred.

---

**Required Supplementary Information  
(Unaudited)**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**OAK TREE PARK AND RECREATION DISTRICT**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended June 30, 2016**

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>				
Taxes and assessments	\$ 36,200	\$ 36,200	\$ 37,491	\$ 1,291
Use of money and property	11,201	11,201	2,168	(9,033)
Intergovernmental revenues	50	50	42	(8)
Other revenues	9,000	9,000	7,068	(1,932)
<b>Total Revenues</b>	<u>56,451</u>	<u>56,451</u>	<u>46,769</u>	<u>(9,682)</u>
<b>EXPENDITURES</b>				
Current general government:				
Services and supplies	31,275	31,275	40,890	(9,615)
Contingencies	5,645	5,645	-	5,645
Capital outlay	1,000	1,000	-	1,000
<b>Total Expenditures</b>	<u>37,920</u>	<u>37,920</u>	<u>40,890</u>	<u>(2,970)</u>
<b>Net Change in Fund Balance</b>	18,531	18,531	5,879	(12,652)
<b>Fund Balance - Beginning</b>	<u>107,531</u>	<u>107,531</u>	<u>107,531</u>	<u>-</u>
<b>Fund Balance - Ending</b>	<u>\$ 126,062</u>	<u>\$ 126,062</u>	<u>\$ 113,410</u>	<u>\$ (12,652)</u>

**OAK TREE PARK AND RECREATION DISTRICT**  
**Required Supplementary Information**  
**Notes to Budgetary Comparison Schedule**  
**For the Year Ended June 30, 2016**

**NOTE 1: BUDGETARY BASIS OF ACCOUNTING**

Formal budgetary integration is employed as a management control device during the year. The District presents a comparison of annual budgets to actual results for the General fund. The amounts reported on the budgetary basis are generally on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

The following procedures are performed by the District in establishing the budgetary data reflected in the financial statements:

- (1) The Board of Directors reviews the recommended budget at regularly scheduled meetings, which are open to the public. The Board also conducts a public hearing on the recommended budget to obtain comments from interested persons.
- (2) Prior to July 1, the budget is adopted through the passage of a resolution.
- (3) From the effective date of the budget, the amounts stated therein, as recommended expenditures become appropriations to the District. The Board may amend the budget by motion during the fiscal year.

The District does not use 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.

**NOTE 2: EXPENDITURES IN EXCESS OF APPROPRIATIONS**

For the fiscal year ended June 30, 2016, the District incurred expenditures in excess of appropriations as follows:

	<u>Appropriations</u>	<u>Expenditures</u>	Excess of Expenditures Over <u>Appropriations</u>
General fund	\$ 37,920	\$ 40,890	\$ 2,970

---

## **OTHER REPORT AND SCHEDULES**

- **Other Report**
- **Schedule of Findings and Recommendations**
- **Schedule of Prior Year Findings and Recommendations**
- **Management's Corrective Action Plan**

**THIS PAGE INTENTIONALLY LEFT BLANK**

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

To the Board of Directors  
Oak Tree Park and Recreation District  
North San Juan, California

We have audited, in accordance with the 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, the financial statements of the governmental activities and the major fund of the Oak Tree Park and Recreation District, California (District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 25, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we 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 our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and recommendations, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and recommendations to be material weaknesses. (2016-001 and 2016-002)

A significant deficiency is a deficiency, or a 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. We consider the deficiencies described in the accompanying schedule of findings and recommendations to be significant deficiencies. (2016-003, 2016-004, 2016-005 and 2016-006)

To the Board of Directors  
Oak Tree Park and Recreation District  
North San Juan, California

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards, and which are described in the accompanying schedule of findings and recommendations as item 2016-006.

### **District's Responses to Findings**

The District's responses to the findings identified in our audit are described in the accompanying Management's Corrective Action Plan. The District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Smith & Newell, CPAs  
Yuba City, California  
October 25, 2016

**OAK TREE PARK AND RECREATION DISTRICT**  
**Schedule of Findings and Recommendations**  
**For the Year Ended June 30, 2016**

**2016-001 Deficiencies in Control Structure Design (Material Weakness)**

**Condition**

There is an absence of appropriate segregation of duties consistent with control objectives. This is a repeat of a prior year finding.

**Cause**

The District has limited office staff.

**Criteria**

Good internal control requires that adequate controls be incorporated in the internal control structure.

**Effect of Condition**

The District's internal control procedures allow one person to receive cash receipts and make deposits.

**Recommendation**

We recommend that continued effort be made to incorporate good internal control policies into the District's operating procedures.

**2016-002 Policies and Procedures (Material Weakness)**

**Condition**

We noted written policies and procedures for all current financial processes, including receivables, payables and capital assets, have not been developed or approved by the Board of Directors. This is a repeat of a prior year finding.

**Cause**

The District has not developed written policies and procedures for all current financial processes.

**Criteria**

Good internal control requires that procedures be documented and performed in a consistent manner in accordance with approved District policy.

**Effect of Condition**

Without written procedures, tasks may not be performed in a consistent manner among employees. In addition, written procedures are helpful if someone else has to perform duties he/she normally would not perform.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Schedule of Findings and Recommendations**  
**For the Year Ended June 30, 2016**

**2016-002 Policies and Procedures (Material Weakness) (Continued)**

**Recommendation**

We recommend that the District develop written policies and procedures for all current financial processes and that approval of these policies and procedures by the Board of Directors be documented.

**2016-003 Fund Balance Policy (Significant Deficiency)**

**Condition**

We noted that the District has not adopted a fund balance policy to establish the sequence in which revenues are to be spent in accordance with GASB 54. This is a repeat of a prior year finding.

**Cause**

The District did not adopt a fund balance policy.

**Criteria**

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions. GASB 54 required that governmental entities change the categories and terminology used to describe the components of fund balance. The new categories and terminology will focus not on financial resources available for appropriation but on "the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent."

**Effect of Condition**

Without a fund balance policy in place, inconsistencies and misclassifications in the components of fund balance may occur.

**Recommendation**

We recommend that the District adopt a fund balance policy.

**2016-004 Disbursements (Significant Deficiency)**

**Condition**

At the time of our audit the warrant approval documentation was not provided, however it was made available at a later date. We noted several warrant approval documents had handwritten changes on them and we were unable to verify that these changes were approved by the Board of Directors. The handwritten changes included a change in the payee as well as the addition of an additional payee.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Schedule of Findings and Recommendations**  
**For the Year Ended June 30, 2016**

**2016-004 Disbursements (Significant Deficiency) (Continued)**

**Criteria**

Good internal control over expenditures requires that all payments be properly approved and that approval documentation be maintained.

**Effect of Condition**

We were unable to verify the handwritten changes to the warrant approval documentation was approved by the Board of Directors.

**Recommendation**

We recommend that any changes to the warrant approval document be initialed by the Board of Directors so that approval can be verified.

**2016-005 Expenditures in Excess of Appropriations (Significant Deficiency)**

**Condition**

For the year ended June 30, 2016, we noted that the District incurred expenditures in excess of appropriations of \$2,970 in the General fund.

**Cause**

The District did not amend the budget to account for changes in estimates of expenditures during the fiscal year.

**Criteria**

California Government Code requires that appropriate operating budgets be adopted and amended as needed and that expenditures not exceed the approved budget.

**Effect of Condition**

Expenditures exceeded appropriations by \$2,970 in the General fund.

**Recommendation**

We recommend that the District control and monitor expenditures so that they do not exceed the approved budget. If budget revisions are required, we recommend that the District take appropriate action to amend the original adopted budget.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Schedule of Findings and Recommendations**  
**For the Year Ended June 30, 2016**

**2016-006 Appropriations Limit (Significant Deficiency)**

**Condition**

During our audit we noted the District did not calculate or adopt the annual appropriations limit. This is a repeat of a prior year finding.

**Cause**

The District did not perform the annual calculation of the appropriation limit as required by Article XIII B Government Spending Limitation of the California Constitution and the Board of Directors did not adopt a resolution establishing the appropriations limit as required by California Government Code Section 7910.

**Criteria**

Nevada LAFCo Resolution 10-01 which approved formation of the Oak Tree Park and Recreation District established the provisional appropriations limit for the District as required by Article XIII B of the California Constitution. In addition, California Government Code Section 7910 requires the governing body of a local jurisdiction to establish, by resolution, its appropriations limit and Article XIII B Government Spending Limitation Sec. 1.5 requires the annual calculation of the appropriations limit be reviewed as part of an annual financial audit.

**Effect of Condition**

The District is not in compliance with Article XIII B of the California Constitution and the California Government Code.

**Recommendation**

We recommend that the District review Article XIII B of the California Constitution and the California Government Code regarding the Appropriations Limit and perform the annual calculation of the appropriations limit and that the Board of Directors establish, by resolution, the annual appropriations limit.

**OAK TREE PARK AND RECREATION DISTRICT**  
**Schedule of Prior Year Findings and Recommendations**  
**For the Year Ended June 30, 2016**

<u>Audit Reference</u>	<u>Status of Prior Year Audit Recommendations</u>
<b>2015-001</b>	<p><b>Deficiencies in Control Structure Design</b></p> <p><b>Recommendation</b></p> <p>We recommend that continued effort be made to incorporate good internal control policies into the District's operating procedures.</p> <p><b>Status</b></p> <p>Not Implemented</p>
<b>2015-002</b>	<p><b>Policies and Procedures</b></p> <p><b>Recommendation</b></p> <p>We recommend that the District develop written policies and procedures for all current financial processes and that approval of these policies and procedures by the Board of Directors be documented.</p> <p><b>Status</b></p> <p>Not Implemented</p>
<b>2015-003</b>	<p><b>Capital Assets</b></p> <p><b>Recommendation</b></p> <p>We recommend that the District develop a depreciation schedule and policies and procedures regarding the calculation of depreciation, so that depreciation is consistently calculated.</p> <p><b>Status</b></p> <p>Implemented</p>
<b>2015-004</b>	<p><b>Fund Balance Policy</b></p> <p><b>Recommendation</b></p> <p>We recommend that the District adopt a fund balance policy.</p> <p><b>Status</b></p> <p>Not Implemented</p>

**OAK TREE PARK AND RECREATION DISTRICT**  
**Schedule of Prior Year Findings and Recommendations**  
**For the Year Ended June 30, 2016**

<u>Audit Reference</u>	<u>Status of Prior Year Audit Recommendations</u>
<b>2015-005</b>	<p><b>Disbursements</b></p> <p><b>Recommendation</b></p> <p>We recommend that the District maintain supporting documentation for all payments issued, attach documentation showing approval and payment to each invoice, and use the correct account number when completing claim forms.</p> <p><b>Status</b></p> <p>Partially Implemented</p>
<b>2015-006</b>	<p><b>Appropriations Limit</b></p> <p><b>Recommendation</b></p> <p>We recommend that the District review Article XIII B of the California Constitution and the California Government Code regarding the appropriations limit and perform the annual calculation of the appropriations limit, and that the Board of Directors establish, by resolution, the annual appropriations limit.</p> <p><b>Status</b></p> <p>Not Implemented</p>

**OAK TREE PARK AND RECREATION DISTRICT  
Management's Corrective Action Plan  
For the Year Ended June 30, 2016**

**Finding 2016-001      Deficiencies in Control Structure Design (Material Weakness)**

We recommend that continued effort be made to incorporate good internal control policies into the District's operating procedures.

Responsible Individual:            Tracy Corris

Corrective Action Plan:            We continue to have limited staff making it difficult to comply with this recommendation.

Anticipated Completion Date:    Ongoing

**Finding 2016-002      Policies and Procedures (Material Weakness)**

We recommend that the District develop written policies and procedures for all current financial processes and that approval of these policies and procedures by the Board of Directors be documented.

Responsible Individual:            Tracy Corris

Corrective Action Plan:            Written policies and procedures, detailing the District's financial processes, are in the process of being finalized and submitted to the Board of approval.

Anticipated Completion Date:    Ongoing

**Finding 2016-003      Fund Balance Policy (Significant Deficiency)**

We recommend that the District adopt a fund balance policy.

Responsible Individual:            Tracy Corris

Corrective Action Plan:            The District will remain out of compliance.

Anticipated Completion Date:    Ongoing

**OAK TREE PARK AND RECREATION DISTRICT  
Management's Corrective Action Plan  
For the Year Ended June 30, 2016**

**Finding 2016-004      Disbursements (Significant Deficiency)**

We recommend that any changes to the warrant approval document be initialed by the Board of Directors so that approval can be verified.

Responsible Individual:            Tracy Corris

Corrective Action Plan:            In the follow-up to this recommendation, all necessary documents were provided.

The protocol has been modified to include the warrant approval document attached to each month's Board minutes.

Anticipated Completion Date:    November, 2016

**Finding 2016-005      Expenditures in Excess of Appropriations (Significant Deficiency)**

We recommend that the District control and monitor expenditures so that they do not exceed the approved budget. If budget revisions are required, we recommend that the District take appropriate action to amend the original budget.

Responsible Individual:            Tracy Corris

Corrective Action Plan:            The Board will review future budgets to insure that over expenditures, in excess of the budget's contingency fund, will not occur.

Anticipated Completion Date:    Ongoing

**Finding 2016-006      Appropriations Limit**

We recommend that the District review Article XIII B of the California Constitution and the California Government Code regarding the Appropriations Limit and perform the annual calculation of the appropriations limit and that the Board of Directors establish, by resolution, the annual appropriations limit.

Responsible Individual:            Tracy Corris

Corrective Action Plan:            The District will remain out of compliance with this item.

Anticipated Completion Date:    Ongoing