

**NAPA COUNTY  
CHILDREN AND FAMILIES COMMISSION  
(A Component Unit of the County of Napa)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2020**

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
FINANCIAL STATEMENTS  
JUNE 30, 2020**

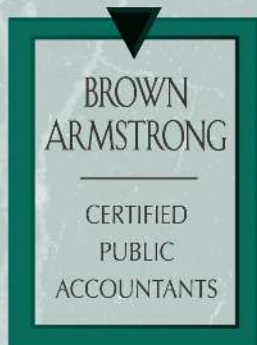
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**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
COMMISSION MEMBERSHIP**

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Date of Appointment</u></b>	<b><u>Current Term Expires</u></b>
Laura Keller	County Representative	01/2018	01/2022
Debbie Peralez	Member	03/2016	01/2024
Brad Wagenknecht	Board of Supervisors	01/2019	12/2021
Michele Grupe	Member	02/2019	01/2023
Elba Gonzalez-Mares	Member	02/2017	01/2021
Kay Altizer	Member	08/2019	01/2021
Jennifer Palmer	County Representative	09/2018	01/2022
Jennifer Ocon	Member	02/2019	01/2023
Kecia Lind	Member	11/2018	01/2023

## **FINANCIAL SECTION**



# BROWN ARMSTRONG

*Certified Public Accountants*

## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Napa County Children and Families Commission  
Napa, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the Napa County Children and Families Commission (the Commission), a component unit of the County of Napa, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Commission's 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 Commission'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 Commission'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.

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## **Opinion**

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 general fund of the Commission as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedule, and the Notes to the Required Supplementary Information, as listed in the table of contents, be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 financial statements, and other knowledge we obtained during our audit of the 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 Commission's financial statements. The Schedule of Expenditures by Fund Source and Net Position of California Children and Families Commission (CCFC) Funds for First 5 Programs and Activities; the Statement of Revenues, Expenditures, and Changes in Fund Balance – Divisional Breakdown, and Schedule of Expenditures by Program and Administration are presented for purposes of additional analysis and are not a required part of the financial statements.

The Schedule of Expenditures by Fund Source and Net Position of California Children and Families Commission (CCFC) Funds for First 5 Programs and Activities; the Statement of Revenues, Expenditures, and Changes in Fund Balance – Divisional Breakdown; and Schedule of Expenditures by Program and Administration are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures by Fund Source and Net Position of California Children and Families Commission (CCFC) Funds for First 5 Programs and Activities; the Statement of Revenues, Expenditures, and Changes in Fund Balance – Divisional Breakdown; and Schedule of Expenditures by Program and Administration are fairly stated in all material respects in relation to the financial statements as a whole.

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

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2020, on our consideration of the Commission'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 solely 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 the effectiveness of the Commission's 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 Commission's internal control over financial reporting and compliance.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California  
October 26, 2020

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2020**

On November 3, 1998, California voters approved Proposition 10 – the Children and Families First Act (the Act). The Act imposed an additional excise tax on cigarettes and tobacco related products to fund programs that promote, support, and improve the early development of children from prenatal through age five. The intent is for all California children to be healthy, to live in a healthy and supportive family environment, and to enter school ready to learn.

The Napa County (County) Board of Supervisors created the Napa County Children and Families Commission (Commission) in 1998 under the provisions of the Act. The Commission consists of nine members appointed by the County Board of Supervisors. The Commission is a public entity legally separate and apart from the County.

As management of the Commission, we offer readers of our financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2020.

## **OVERVIEW OF FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Commission's financial statements. The Commission's 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 financial statements themselves.

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

The *Statement of Net Position* presents information on all of the Commission's assets and liabilities, with the difference between the two reported as *net position*.

The *Statement of Activities* presents information showing how the Commission'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 the statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

The government-wide financial statements can be found on pages 8-9 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 Commission, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate the comparison between governmental funds and government-wide statements.



The Commission adopts an annual appropriated budget for its fund. A budgetary comparison statement has been provided for the fund to demonstrate compliance with the budget.

The fund financial statements can be found on pages 10-11 of this report.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 12-15 of this report.

**Required Supplementary Information (RSI).** RSI is presented concerning the Commission's General Fund budgetary schedule. The Commission adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with this budget.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Commission presents its financial statements under the reporting model required by the Governmental Accounting Standards Board Statement (GASB) Statement No. 34 (GASB 34), *Basic Financial Statements – and Management's Discussion and Analysis (MD&A) – for State and Local Governments*. The net position may serve over time as a useful indicator of a government's financial position. In the case of the Commission, assets exceed liabilities by \$807,729 at the close of the most recent fiscal year. The most significant portion of the Commission's net position is its cash balance of \$820,117. Cash is maintained by the County Treasurer in the County's cash and investment pool where interest earned on the Commission's balance is apportioned to the Commission. Another source of net position resides in the Commission's receivables, the majority due from the State Commission for Proposition 10 taxes in the amount of \$102,683 and the First 5 IMPACT grant of \$44,469. These receivables represent taxes that were remitted by the State but had not been received by the Commission as of June 30, 2020. The Commission also reports accounts payable and accrued payroll of \$183,332 representing payments due for obligations and payroll expenses incurred during the year, but not yet paid.

### Napa County Children and Families Commission

#### Statement of Net Position Comparison

	Fiscal Year 2019-20	Fiscal Year 2018-19	Difference
Total Assets	\$ 1,005,720	\$ 891,289	\$ 114,431
Total Liabilities	197,991	103,787	94,204
Total Net Position	<u>\$ 807,729</u>	<u>\$ 787,502</u>	<u>\$ 20,227</u>

#### Statement of Activities Comparison

	Fiscal Year 2019-20	Fiscal Year 2018-19	Difference
Total Revenues	\$ 1,134,498	\$ 1,204,130	\$ (69,632)
Total Expenses	1,114,271	979,720	134,551
Change in Net Position	<u>\$ 20,227</u>	<u>\$ 224,410</u>	<u>\$ (204,183)</u>

## FINANCIAL ANALYSIS OF THE COMMISSION'S GOVERNMENTAL FUND

As noted earlier, fund accounting is used by the Commission to ensure and demonstrate compliance with finance-related legal requirements.

For the year ended June 30, 2020, the Commission reported an ending fund balance of \$746,860, an increase of \$40,610, or 6%, from the prior year.

The total fund balance represents committed resources for Commission approved contracts using Proposition 10 funds.

### Napa County Children and Families Commission

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Fiscal Year 2019-20	Fiscal Year 2018-19	Difference
Total Revenues	\$ 1,148,991	\$ 1,114,110	\$ 34,881
Expenditures			
Administration	181,170	191,849	(10,679)
Program Expenditures	927,211	780,216	146,995
Total Expenditures	1,108,381	972,065	136,316
Change in Fund Balance	\$ 40,610	\$ 142,045	\$ (101,435)

Total revenue consisting of Proposition 10 funds, interest income and, State Commission matching revenue, increased from \$1,114,110 to \$1,148,991, an increase of \$34,881, or 3%, from the prior fiscal year. This increase was due to additional funding including the IMPACT revenues and Proposition 56 revenues.

Total expenditures increased from \$972,065 to \$1,108,381, an increase of \$136,316, or 14%, from the prior fiscal year. This increase was due to more expenditures approved by the Commission throughout the year.

## FUND BUDGETARY HIGHLIGHTS

Total revenues were above final budget by \$87,767, approximately 8%, and total expenditures were under budget by \$58,815, approximately 5%.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

At the end of the current fiscal year, the Commission did not have any capital assets. At the end of the current fiscal year, the Commission did not have any long-term debt obligations outstanding.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Commission is committed to focusing Proposition 10 funds on the purposes for which it is intended, to promote and sustain an integrated, early childhood system, that will help to nurture children 0-5 years of age so that their young brains and bodies will develop appropriately.

The following economic factors were considered in preparing the Commission's financial plan for fiscal year 2020-21:

- The economic recession resulting from the COVID-19 pandemic
- Continued decline of State Proposition 10 revenues
- Quality Counts California Local Consortia and Partnership Grants awarded to First 5 Napa County by First 5 California & CDE
- The Home Visitation Coordination Grant awarded to First 5 Napa County by First 5 California

The Commission views Proposition 10 as a mechanism to improve and enhance the early childhood system in Napa County. Our updated Community Plan shows our focus on developing cross-sector community leaders, to comprehensively address systems that impact families, across the entire spectrum of prevention (from individual behavior and skill development to federal/state and local policy development). Key to this effort is a focus on diversity, equity and inclusion, in all programs, services, organizational structures, policies and legislation.

The Commission will continue to create opportunities for collaboration with the early childhood community, community-based organizations, other government agencies and non-traditional partners, to position the Commission to leverage additional public and private funds and develop early childhood champions throughout Napa County.

## **CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the Commission finances for all those interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Napa County Children and Families Commission, 1303 Jefferson Street, Suite 100A, Napa, California 94559.

## **FINANCIAL STATEMENTS**

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
STATEMENT OF NET POSITION  
JUNE 30, 2020**

**ASSETS**

Cash in County treasury	\$ 820,117
Imprest cash	500
Due from other agencies	181,203
Deposits with others	<u>3,900</u>
<b>Total Assets</b>	<u>1,005,720</u>

**LIABILITIES**

Accounts payable	168,796
Accrued payroll	14,536
Compensated absences:	
Due within one year	9,313
Due in more than one year	<u>5,346</u>
<b>Total Liabilities</b>	<u>197,991</u>

**NET POSITION**

Unrestricted	<u>807,729</u>
<b>Total Net Position</b>	<u><u>\$ 807,729</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020**

**Program Expenses**

Salaries and employee benefits	\$ 355,168
Services and supplies	378,356
Rent and utilities	50,589
Sponsorship grants	4,921
Community grants	325,237

<b>Total Program Expenses</b>	1,114,271
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**Program Revenues**

Operating grants and contributions:

State: Proposition 10 apportionment	666,145
State: Proposition 56	199,625
State: First 5 IMPACT grant	140,578
State: QRIS Block Grant	36,298
State: ELO Grant	22,809
Other grants	55,157

<b>Total Program Revenues</b>	1,120,612
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Net Program Revenues (Expenses)	6,341
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**General Revenues**

Other revenues	3,043
Interest revenue	10,843

<b>Total General Revenues</b>	13,886
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<b>Change in Net Position</b>	20,227
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<b>Net Position, Beginning of Year</b>	787,502
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<b>Net Position, End of Year</b>	\$ 807,729
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The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
BALANCE SHEET  
JUNE 30, 2020**

**Assets**

Cash in County treasury	\$ 820,117
Imprest cash	500
Due from other agencies	181,203
Deposits with others	<u>3,900</u>
<b>Total Assets</b>	<b><u>\$ 1,005,720</u></b>

**Liabilities**

Accounts payable	\$ 168,796
Accrued payroll	14,536
Unearned revenue	<u>75,528</u>
<b>Total Liabilities</b>	<b><u>258,860</u></b>

**Fund Balance**

Committed	<u>746,860</u>
<b>Total Fund Balance</b>	<b><u>746,860</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 1,005,720</u></b>

**Reconciliation of the Balance Sheet to the Statement of Net Position**

Fund Balance - total governmental fund (from above)	\$ 746,860
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Amounts reported for governmental activities in the statement of net position are different because:

Long-term liabilities, including compensated absences, are not due and payable in the current period, and therefore are not reported in the governmental fund.	(14,659)
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Some of the County's intergovernmental revenues will be collected after year-end, but are not available soon enough to pay for the current period's expenditures and, therefore, are reported as unearned revenue in the governmental funds.	<u>75,528</u>
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Net position of governmental activities (page 8)	<b><u>\$ 807,729</u></b>
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The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2020**

**Revenues:**

State: Proposition 10 apportionment	\$ 666,145
State: Proposition 56	199,625
State: First 5 IMPACT grant	178,179
State: QRIS Block Grant	36,298
Other grants	54,858
Donations and Contributions	3,043
Interest earnings	10,843

<b>Total Revenues</b>	<u>1,148,991</u>
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**Expenditures:**

Salaries and employee benefits	349,278
Services and supplies	378,356
Rent and utilities	50,589
Sponsorship grants	4,921
Community grants	325,237

<b>Total Expenditures</b>	<u>1,108,381</u>
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<b>Net Change in Fund Balance</b>	40,610
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<b>Fund Balance, Beginning of Year</b>	<u>706,250</u>
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<b>Fund Balance, End of Year</b>	<u><u>\$ 746,860</u></u>
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**Reconciliation of Statement of Revenues, Expenditures, and  
Changes in Fund Balance to the Statement of Activities**

Net change in fund balance - total governmental fund (from above)	\$ 40,610
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Amounts reported for governmental activities in the  
statement of activities are different because:

Long-term liabilities, including compensated absences, are not due and payable in the current period, and therefore are not reported in the governmental fund.	(5,890)
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Revenues in the Statement of Activities recognized in the current fiscal year which are reported as deferred revenues in the governmental funds

(14,493)

Change in net position of governmental activities (page 9)	<u><u>\$ 20,227</u></u>
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The accompanying notes are an integral part of these financial statements.



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2020**

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

**A. Reporting Entity**

The Napa County Children and Families Commission (Commission), previously known as the Napa County Children and Families First Commission, was established on December 15, 1998, pursuant to Health and Safety Code §130140. The Commission was also established in accordance with the provisions of the California Children and Families First Act of 1998 and by Napa County Ordinances 1151 and 1154. The name was changed pursuant to Ordinance 1175 on September 12, 2000. The nine members of the Commission are appointed by the Napa County Board of Supervisors.

The Commission is responsible for the creation and implementation of a comprehensive, collaborative, and integrated system of services to enhance early childhood development.

The Commission includes all activities (operations of its administrative staff and Commission officers) considered to be a part of the Commission. The Commission reviewed the criteria developed by the Governmental Accounting Standards Board (GASB) in its issuance of Statement No. 14 and amended by Statement No. 61, relating to the financial reporting entity to determine whether the Commission is financially accountable for other entities. The Commission has determined that no other outside entity meets the above criteria, and therefore, no other entity has been included as a component unit in the financial statements. In addition, the Commission is not aware of any entity that would be financially accountable for the Commission that would result in the Commission being considered a component unit of that entity, but is considered a component unit of the County of Napa (the County) due to the selection of Commission members.

The financial statements included in this report are intended to present the financial position and results of operations of only the Commission. They are not intended to present the financial position and results of operations of the County taken as a whole.

**B. Basis of Presentation and Accounting**

*Government-Wide Statements*

The statement of net position and statement of activities display information about the primary government (Commission). These statements include the financial activities of the overall Commission.

The statement of activities presents a comparison between direct expenses and program revenues for the Commission's governmental activity. Direct expenses are those that are specifically associated with the Commission. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of the Commission. Revenues that are not classified as program revenues, including investment income, are presented instead as general revenues.

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.

When both restricted and unrestricted net position are available, restricted resources are used only after the unrestricted resources are depleted.

## **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

### **B. Basis of Presentation and Accounting** (Continued)

#### *Fund Financial Statements*

Separate financial statements are provided for the governmental funds. The governmental fund financial statements 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 to finance expenditures of the current period. Proposition 10 taxes and investment income are accrued when their receipt occurs within ninety days after the end of the accounting period so as to be both measurable and available. All receivables are expected to be collected within the current year. Expenditures are generally recorded when a liability is incurred, as under the accrual basis of accounting.

Nonexchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) value in exchange, include sales taxes, grants, entitlements, and donations. On the modified accrual basis of accounting, revenues from sales taxes are recognized when the underlying transactions take place and have met the availability criteria. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Commission reports one major governmental fund, the General Fund. The General Fund is the Commission's primary operating fund. It accounts for all financial resources of the general government.

### **C. Due from Other Agencies**

This amount represents receivables from the State government. Management has determined the Commission's receivables are fully collectible. Accordingly, no allowance for doubtful accounts has been made.

### **D. Compensated Absences**

The Commission accounts for compensated absences in accordance with GASB Statement No. 16. Unused vacation benefits may be accrued up to a maximum of 180 hours.

The earned vacation is payable upon separation and is reported at the current balance of the liability. There is no payout of sick leave upon separation from the Commission.

### **E. Net Position/Fund Balance**

#### **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.

*Unrestricted Net Position* – This category represents net position of the Commission, not restricted for any project or other purpose.

#### **Fund Balance**

To be in conformance with GASB Statement No. 54, fund balance is reported in classifications based primarily on the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2020, the Commission's fund balance consisted of the following component:

*Committed Fund Balance* includes amounts that are constrained by limits imposed by the government's highest level of decision making, the Board of Commissioners. Removal or modification of the use of funds can be accomplished only by formal action of the authority, the Board of Commissioners, that established the constraints.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)**F. Use of Estimates**

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

**NOTE 2 – CASH AND INVESTMENTS**

Cash and investments at June 30, 2020, consisted of the following:

Cash in County Treasury	\$ 820,117
Imprest Cash	<u>500</u>
Total Cash and Investments	<u><u>\$ 820,617</u></u>

The Commission maintains all of its cash and investments with the County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. 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's financial statements may be obtained by contacting the County's Auditor- Controller's Office at 1195 Third Street, Room B10, Napa, CA 94559. The Napa County Treasury Oversight Committee oversees the Treasurer's investments and policies.

Required disclosures for the Commission's deposit and investment risks at June 30, 2020, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County's investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value.

**NOTE 3 – LONG-TERM LIABILITIES**

The following is a summary of long-term liabilities as of June 30, 2020:

	<u>July 1, 2019</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2020</u>	<u>Amounts Due Within One Year</u>
Compensated Absences	<u>\$ 8,769</u>	<u>\$ 17,015</u>	<u>\$ (11,125)</u>	<u>\$ 14,659</u>	<u>\$ 9,313</u>

**NOTE 4 – OPERATING LEASES**

In August 2015, the Commission entered into a 60-month operating lease agreement that expires on September 30, 2020. A new 60-month operating lease agreement was entered into commencing October 1, 2020 and expires October 31, 2025. The Commission also leases a copier under a 60-month operating lease agreement that expires in June 2022. Total rent charged to operations for the year ended June 30, 2020, was \$50,589.

**NOTE 4 – OPERATING LEASES** (Continued)

Minimum required future rental payments under these leases are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 44,692
2022	42,178
2023	39,600
2024	39,600
2025	39,600
2026	<u>13,200</u>
Total	<u>\$ 218,870</u>

**NOTE 5 – RELATED PARTY TRANSACTIONS**

During the year ended June 30, 2020, the Commission paid the County of Napa, a related party, \$8,026 for accounting and administrative services.

**NOTE 6 – RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to general liability and workers' compensation. Insurance for the Commission is secured through commercial lines for both general liability and workers' compensation coverage.

**NOTE 7 – PROGRAM EVALUATION**

The Commission spent \$79,090 on program evaluation during the year ended June 30, 2020. These funds were used for salaries and benefits of a part-time staff person and supplies.

**NOTE 8 – SECTION 30131.4 OF THE CALIFORNIA TAX AND REVENUE CODE CERTIFICATION**

The Commission has certified that the supplant requirement stated in Section 30131.4 of the California Tax and Revenue Code has been met.

**NOTE 9 – CONTINGENT LIABILITIES**

The Commission receives funding from the State of California Proposition 10, the Children and Families First Act, to fund programs that promote, support, and improve the early development of children from prenatal through age five. These programs must be in compliance with applicable laws and may be subject to financial and compliance audits by the State. The amount, if any, of expenditures which may be disallowed by the State cannot be determined at this time, although the Commission's management does not expect such amounts, if any, to be material.

**NOTE 10 – SUBSEQUENT EVENTS**

Subsequent events have been evaluated through October 26, 2020, which is the date the financial statements were available to be issued.

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) pandemic. In response, the County, followed by the Governor of California, issued a Shelter at Home order effective March 19, 2020, requiring certain non-essential businesses to temporarily close to the public. At the current time, management is unable to quantify the potential effects of this pandemic on its future financial statements

## **REQUIRED SUPPLEMENTARY INFORMATION**

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2020**

	Original Budget	Final Budget	Actual Amount	Variance with Final Budget
Budgetary Fund Balances, July 1	\$ 502,943	\$ 502,943	\$ 706,250	\$ 203,307
<b>Resources (Inflows)</b>				
Proposition 10 apportionment	851,472	851,472	666,145	(185,327)
Other revenues	2,000	2,000	10,843	8,843
State - Other funding	207,752	207,752	414,102	206,350
Other grants	-	-	54,858	54,858
Donations and contributions	-	-	3,043	3,043
<b>Amounts Available for Appropriation</b>	<b>1,061,224</b>	<b>1,061,224</b>	<b>1,148,991</b>	<b>87,767</b>
<b>Charges to Appropriations (Outflows)</b>				
Salaries and employee benefits - Administration	349,691	349,691	349,278	413
Services and supplies:				
Communications	7,100	7,100	5,903	1,197
Insurance	9,548	9,548	8,552	996
Office expense	4,000	4,000	3,193	807
Office Supplies-Furn & Fixture	2,060	2,060		2,060
Postage	200	200	8	192
Memberships and certifications	5,800	5,800	4,825	975
Books/Media/Periodicals/Subscriptions	140	140		140
Advertising and marketing	500	500	93	407
Legal expense	3,000	3,000	1,750	1,250
Audit and accounting services	20,000	20,000	19,026	974
Consulting services	250,000	250,000	259,635	(9,635)
Interpreting Services	-	-	825	(825)
Publications and legal notices	250	250		250
Training services	60,000	60,000	39,215	20,785
Training conference expenses	20,000	20,000	11,286	8,714
Business related meals and supplies	2,000	2,000	597	1,403
Business travel/mileage	6,000	6,000	24	5,976
Janitorial services	4,000	4,000	3,000	1,000
Other professional services	9,120	9,120	11,430	(2,310)
Computer equipment/accessories	1,050	1,050	3,632	(2,582)
Computer Software/Licensing Fee	1,500	1,500	2,396	(896)
Rent and utilities:				
Rents and leases - building and improvements	51,407	51,407	50,589	818
Rents and leases - Equipment	3,605	3,605	2,830	775
Service Awards	1,000	1,000	136	864
Sponsorship grants	5,000	5,000	4,921	79
Community grants	350,225	350,225	325,237	24,988
<b>Total Charges to Appropriations</b>	<b>1,167,196</b>	<b>1,167,196</b>	<b>1,108,381</b>	<b>58,815</b>
<b>Net Change in Fund Balance</b>	<b>(105,972)</b>	<b>(105,972)</b>	<b>40,610</b>	<b>146,582</b>
<b>Fund Balance, End of Year</b>	<b>\$ 396,971</b>	<b>\$ 396,971</b>	<b>\$ 746,860</b>	<b>\$ 349,889</b>

See the accompanying note to the required supplementary information.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2020**

**BUDGET AND BUDGETARY ACCOUNTING**

The Commission prepares and legally adopts a final budget on or before August 30th of each fiscal year. The Commission operation, commencing July 1st, is governed by the proposed budget, adopted by the Board of Commissioners in June of the prior year.

After the budget is approved, the appropriations can be added to, subtracted from, or changed only by Commission resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Commission.

Budget information is presented for the Commission's only fund. The Commission makes adjustments to its original budget during the year. This enables the effectiveness of the Commission in meeting budget objectives to be evaluated and the adequacy of the budget itself to be judged. The only exceptions to this are the appropriations of unanticipated revenues and the revision of appropriations to reflect major economic up or down turns materially affecting estimated revenues. Expenditures in excess of budgeted amounts are approved individually by the Board of Commissioners. Annual appropriated budgets are adopted for the Commission. It is this final revised budget that is presented in these financial statements.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level. Object levels of expenditures include: salaries and benefits, services and supplies, rent and utilities, and program expenditures.

The budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America.



## **SUPPLEMENTARY INFORMATION**

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
SCHEDULE OF EXPENDITURES BY FUND SOURCE AND NET POSITION  
OF CALIFORNIA CHILDREN AND FAMILIES COMMISSION (CCFC) FUNDS  
FOR FIRST 5 PROGRAMS AND ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020**

<u>Program and/or Activity</u>	<u>Revenue CCFC Funds</u>	<u>Expenditures</u>	<u>Change in Position</u>	<u>Net Position Beginning of Year</u>	<u>Net Position End of Year</u>
First 5 IMPACT CCFC Program Funds	<u>\$ 178,179</u>	<u>\$ 155,300</u>	<u>\$ 22,879</u>	<u>\$ (49,837)</u>	<u>\$ (26,958)</u>
Total	<u><u>\$ 178,179</u></u>	<u><u>\$ 155,300</u></u>	<u><u>\$ 22,879</u></u>	<u><u>\$ (49,837)</u></u>	<u><u>\$ (26,958)</u></u>

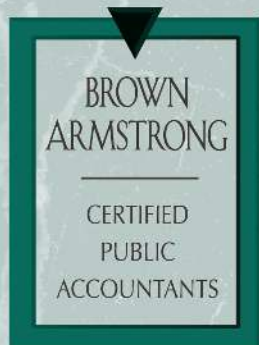
**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
DIVISIONAL BREAKDOWN  
FOR THE YEAR ENDED JUNE 30, 2020**

	Children and Families First	Quality Counts	Total
<b>Revenues:</b>			
State: Proposition 10 apportionment	\$ 666,145	\$ -	\$ 666,145
State: Proposition 56	199,625	-	199,625
State: QRIS Block Grant	-	36,298	36,298
State: First 5 IMPACT grant	-	178,179	178,179
State: HUB Reimbursement	-	53,058	53,058
Other grants	1,800	-	1,800
Donations and contributions	3,043	-	3,043
Interest earnings	10,843	-	10,843
<b>Total Revenues</b>	<u>881,456</u>	<u>267,535</u>	<u>1,148,991</u>
<b>Expenditures:</b>			
Salaries and employee benefits	318,343	30,935	349,278
Services and supplies	370,106	8,250	378,356
Rent and utilities	50,589	-	50,589
Sponsorship grants	4,921	-	4,921
Community grants	123,773	201,464	325,237
<b>Total Expenditures</b>	<u>867,732</u>	<u>240,649</u>	<u>1,108,381</u>
Net Change in Fund Balance Before Transfers	13,724	26,886	40,610
Transfers In (Out)	<u>4,640</u>	<u>(4,640)</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	18,364	22,246	40,610
<b>Fund Balance, Beginning of Year</b>	<u>717,472</u>	<u>(11,222)</u>	<u>706,250</u>
<b>Fund Balance, End of Year</b>	<u><u>\$ 735,836</u></u>	<u><u>\$ 11,024</u></u>	<u><u>\$ 746,860</u></u>

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
SCHEDULE OF EXPENDITURES BY PROGRAM AND ADMINISTRATION  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Program Evaluation</u>	<u>Direct Program</u>	<u>Administration</u>	<u>Total</u>
Salaries and employee benefits	\$ 79,090	\$ 135,393	\$ 134,795	\$ 349,278
Services and supplies	-	302,851	75,505	378,356
Rent and utilities	-	25,294	25,295	50,589
Sponsorship grants	-	4,921	-	4,921
Community grants	-	325,237	-	325,237
	<u>\$ 79,090</u>	<u>\$ 793,696</u>	<u>\$ 235,595</u>	<u>\$ 1,108,381</u>
Total Expenditures	<u>\$ 79,090</u>	<u>\$ 793,696</u>	<u>\$ 235,595</u>	<u>\$ 1,108,381</u>
Percentage of total for each category	7%	72%	21%	100%

## **OTHER REPORTS**



# BROWN ARMSTRONG

*Certified Public Accountants*

## **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**

Board of Commissioners  
Napa County Children and Families Commission  
Napa, California

### **BAKERSFIELD OFFICE (MAIN OFFICE)**

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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 general fund of the Napa County Children and Families Commission (the Commission), a component unit of the County of Napa, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Commission's financial statements, and have issued our report thereon dated October 26, 2020.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission'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 Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected on a timely basis. 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.

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

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

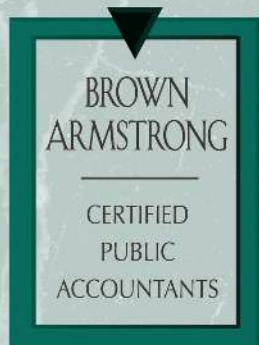
## Purpose of this Report

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 Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California  
October 26, 2020



# BROWN ARMSTRONG

*Certified Public Accountants*

## INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Commissioners  
Napa County Children and Families Commission  
Napa, California

### Compliance

We have audited the Napa County Children and Families Commission's (the Commission), a component unit of the County of Napa, compliance with the requirements specified in the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office, applicable to the Commission's statutory requirements identified below for the year ended June 30, 2020.

### Management's Responsibility

Management is responsible for compliance with the requirements of the law and regulations applicable to the California Children and Families Act.

### Auditor's Responsibility

Our responsibility is to express an opinion on the Commission's compliance with the requirements referred to above based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller's Office. Those standards and the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the statutory requirements listed below. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance. However, our audit does not provide a legal determination of the Commission's compliance with those requirements. In connection with the audit referred to above, we selected and tested transactions and records to determine the Commission's compliance with the state laws and regulations applicable to the following items:

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<u>Description</u>	<u>Audit Guide Procedures</u>	<u>Procedures Performed</u>
Contracting and Procurement	6	Yes
Administrative Costs	3	Yes
Conflict of Interest	3	Yes
County Ordinance	4	Yes
Long-Range Financial Plans	2	Yes
Financial Condition of the Commission	1	Yes
Program Evaluation	3	Yes
Salaries and Benefit Policies	2	Yes

### Opinion

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2020.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong  
Accountancy Corporation*

Bakersfield, California  
October 26, 2020

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2020**

No findings in the current year.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2020**

No findings in the prior year.