

**CITY OF LAGUNA WOODS**  
**Laguna Woods, California**

**General Purpose Financial Statements  
And Supplemental Data**

**Year ended June 30, 2001**

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CITY OF LAGUNA WOODS  
General Purpose Financial Statements  
and Supplemental Data

Year ended June 30, 2001

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CITY OF LAGUNA WOODS  
General Purpose Financial Statements  
and Supplemental Data

Year ended June 30, 2001

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The Honorable Mayor and City Council  
City of Laguna Woods  
Laguna Woods, California

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying general purpose financial statements of the City of Laguna Woods, California, as of and for the year ended June 30, 2001, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the City of Laguna Woods, California. Our responsibility is to express an opinion on these general purpose 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Laguna Woods, California as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining, individual funds, and individual account group financial statements and schedules listed in the table of contents as supplemental data are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the City of Laguna Woods, California. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2001 on our consideration of the City of Laguna Woods' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*Conrad and Associates, L.L.P.*

December 17, 2001

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## CITY OF LAGUNA WOODS

## Combined Balance Sheet - All Fund Types and Account Groups

June 30, 2001

	Governmental Fund Types		Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)	
	General	Special Revenue	Agency	General Fixed Assets	General Long-Term Debt	2001	2000
<u>Assets and Other Debits</u>							
Assets:							
Cash and investments (note 2)	\$ 3,567,306	2,546,492	-	-	-	6,113,798	3,686,763
Receivables:							
Accounts	111,491	-	-	-	-	111,491	63,582
Taxes	-	-	-	-	-	-	98,884
Interest	-	-	-	-	-	-	53,132
Due from other funds (note 3)	19,272	-	-	-	-	19,272	-
Due from other governments	273,722	148,425	-	-	-	422,147	525,326
Prepaid items	-	-	-	-	-	-	19,765
Deposits	10,679	-	-	-	-	10,679	-
General fixed assets (note 4)	-	-	-	60,950	-	60,950	53,340
Other debits:							
Amount to be provided for the retirement of long-term debt	-	-	-	-	29,956	29,956	19,889
Total assets and other debits	<u>\$ 3,982,470</u>	<u>2,694,917</u>	<u>-</u>	<u>60,950</u>	<u>29,956</u>	<u>6,768,293</u>	<u>4,520,681</u>
<u>Liabilities, Equity and Other Credits</u>							
Liabilities:							
Accounts payable	\$ 208,162	148,751	-	-	-	356,913	676,021
Accrued liabilities	69,455	-	-	-	-	69,455	11,640
Due to other funds (note 3)	-	19,272	-	-	-	19,272	-
Deposits payable	21,364	-	-	-	-	21,364	56,579
Deferred revenue	-	25,722	-	-	-	25,722	98,884
Compensated absences (note 5)	-	-	-	-	29,956	29,956	19,889
Total liabilities	<u>298,981</u>	<u>193,745</u>	<u>-</u>	<u>-</u>	<u>29,956</u>	<u>522,682</u>	<u>863,013</u>
Equity and other credits:							
Investment in general fixed assets	-	-	-	60,950	-	60,950	53,340
Fund balances (note 6):							
Reserved	210,679	-	-	-	-	210,679	156,809
Unreserved, designated	-	2,501,172	-	-	-	2,501,172	1,293,934
Unreserved, undesignated	<u>3,472,810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,472,810</u>	<u>2,153,585</u>
Total equity and other credits	<u>3,683,489</u>	<u>2,501,172</u>	<u>-</u>	<u>60,950</u>	<u>-</u>	<u>6,245,611</u>	<u>3,657,668</u>
Total liabilities, equity and other credits	<u>\$ 3,982,470</u>	<u>2,694,917</u>	<u>-</u>	<u>60,950</u>	<u>29,956</u>	<u>6,768,293</u>	<u>4,520,681</u>

See accompanying notes to financial statements.

# CITY OF LAGUNA WOODS

## Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types

Year ended June 30, 2001

			Totals	
			(Memorandum Only)	
	<u>General</u>	<u>Special</u>	<u>2001</u>	<u>2000</u>
		<u>Revenue</u>		
Revenues:				
Taxes	\$ 289,750	-	289,750	51,723
Intergovernmental	3,399,234	1,542,557	4,941,791	4,220,128
Franchise fees	412,083	-	412,083	243,126
Licenses and permits	195,915	-	195,915	142,265
Charges for services	272,623	-	272,623	219,808
Fines and forfeitures	14,749	-	14,749	3,657
Investment income	193,331	111,953	305,284	91,539
Total revenues	<u>4,777,685</u>	<u>1,654,510</u>	<u>6,432,195</u>	<u>4,972,246</u>
Expenditures:				
Current:				
General government	1,489,609	-	1,489,609	1,043,135
Community services	21,948	-	21,948	-
Public works	269,837	447,272	717,109	349,496
Public safety	661,855	-	661,855	699,665
Community development	744,989	-	744,989	395,627
Capital outlay	9,378	-	9,378	55,174
Total expenditures	<u>3,197,616</u>	<u>447,272</u>	<u>3,644,888</u>	<u>2,543,097</u>
Excess (deficiency) of revenues over (under) expenditures	1,580,069	1,207,238	2,787,307	2,429,149
Fund balances at beginning of year, as restated (note 7)	<u>2,103,420</u>	<u>1,293,934</u>	<u>3,397,354</u>	<u>1,175,179</u>
Fund balances at end of year	<u>\$ 3,683,489</u>	<u>2,501,172</u>	<u>6,184,661</u>	<u>3,604,328</u>

See accompanying notes to financial statements.

CITY OF LAGUNA WOODS

Combined Statement of Revenues, Expenditures and Changes in Fund Balances -  
Budget and Actual - All Governmental Fund Types

Year ended June 30, 2001

	General Fund			Special Revenue Funds		
	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
Revenues:						
Taxes	\$ 152,040	289,750	137,710	-	-	-
Intergovernmental	3,161,299	3,399,234	237,935	1,664,354	1,542,557	(121,797)
Franchise fees	264,000	412,083	148,083	-	-	-
Licenses and permits	275,000	195,915	(79,085)	-	-	-
Charges for services	25,500	272,623	247,123	-	-	-
Fines and forfeitures	3,100	14,749	11,649	-	-	-
Investment income	135,000	193,331	58,331	45,000	111,953	66,953
Total revenues	<u>4,015,939</u>	<u>4,777,685</u>	<u>761,746</u>	<u>1,709,354</u>	<u>1,654,510</u>	<u>(54,844)</u>
Expenditures:						
Current:						
General government	1,595,224	1,489,609	105,615	-	-	-
Community services	23,050	21,948	1,102	-	-	-
Public works	386,500	269,837	116,663	1,083,627	447,272	636,355
Public safety	691,858	661,855	30,003	-	-	-
Community development	637,750	744,989	(107,239)	-	-	-
Capital outlay	362,750	9,378	353,372	-	-	-
Total expenditures	<u>3,697,132</u>	<u>3,197,616</u>	<u>499,516</u>	<u>1,083,627</u>	<u>447,272</u>	<u>636,355</u>
Excess (deficiency) of revenues over (under) expenditures	318,807	1,580,069	1,261,262	625,727	1,207,238	581,511
Fund balances at beginning of year, as restated (note 7)	<u>2,103,420</u>	<u>2,103,420</u>	<u>-</u>	<u>1,293,934</u>	<u>1,293,934</u>	<u>-</u>
Fund balances at end of year	<u>\$ 2,422,227</u>	<u>3,683,489</u>	<u>1,261,262</u>	<u>1,919,661</u>	<u>2,501,172</u>	<u>581,511</u>

See accompanying notes to financial statements.

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# CITY OF LAGUNA WOODS

## Notes to Financial Statements

Year Ended June 30, 2001

### (1) Summary of Significant Accounting Policies

The financial statements of the City of Laguna Woods, California have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the significant policies:

#### (a) Reporting Entity

The City of Laguna Woods was incorporated March 24, 1999 under the laws of the State of California and enjoys all rights and privileges pertaining to "General Law" cities. The City operates under the Council-Manager form of government and currently provides the following services as authorized by its general laws: public safety, public works, community development, community services and general administrative services.

#### (b) Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The various funds are grouped in the financial statements in this report, into generic fund types and broad fund categories as follows:

### GOVERNMENTAL FUNDS

#### General Fund

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs which are not paid through other funds.

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (1) Summary of Significant Accounting Policies, (Continued)

#### Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted by law or administrative action for specified purposes.

#### FIDUCIARY FUND

##### Agency Fund

The Agency Fund is used to account for assets held by the City in an agency capacity for individuals, private businesses, and other governmental agencies.

#### ACCOUNT GROUPS

##### General Fixed Assets Account Group

The General Fixed Assets Account Group is used to account for the cost of fixed assets acquired to perform general government functions.

Assets purchased are recorded as expenditures in the governmental funds and capitalized at cost in the general fixed assets account group. Fixed asset records include estimates of original historical cost as determined by knowledgeable individuals in the City. Contributed fixed assets are recorded in general fixed assets at fair market value at the time received. Fixed assets acquired under a capital lease are recorded at the net present value of future lease payments.

Fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, have not been capitalized. Such assets normally are immovable and of value only to the City. Therefore, the purpose of stewardship for capital expenditures is satisfied without recording these assets.

No depreciation has been provided on general fixed assets.

##### General Long-Term Debt Account Group

The General Long-Term Debt Account Group is used to account for all long-term debt of the City.

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (1) Summary of Significant Accounting Policies, (Continued)

#### (c) Measurement Focus and Basis of Accounting

Governmental (general and special revenue) fund types are accounted for on a "spending measurement focus". Accordingly, only current assets and current liabilities are included on their balance sheets. The reported fund balance provides an indication of available, spendable resources. Operating statements for governmental fund types report increases (revenues) and decreases (expenditures) in available spendable resources.

Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The modified accrual basis of accounting is followed by the governmental and agency funds. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred. Liabilities are considered current when they are normally expected to be liquidated with expendable available financial resources.

Taxes, subventions, taxpayer assessed taxes, entitlements held at year-end by an intermediary collecting government, and reimbursement grant revenues are recognized as revenue under the modified accrual basis of accounting. Revenues from the use of money and property are recorded when earned.

Material delinquent and total uncollected current year property taxes (net of estimated uncollectibles) are recorded as current year receivables. Property taxes (net of estimated uncollectibles) that are levied and measurable in the current year, but not available to finance current period expenditures, are recorded as a receivable and as deferred revenues. The deferred revenues are recognized as revenue in the fiscal year in which they become available.

Licenses, permits, fines, forfeits, charges for services, and miscellaneous revenues are recorded as governmental fund revenues when received in cash because they are generally not measurable until actually received.

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (1) Summary of Significant Accounting Policies, (Continued)

#### (d) Budgetary Policy

The City Manager shall prepare and submit the proposed annual budget to the City Council for its approval for all governmental funds. City Council reviews the proposed budget during two separate public workshops and two separate regular City Council meetings. The budget is legally enacted by means of a budget resolution passed by the City Council. Upon final adoption, the budget shall be in effect for the ensuing fiscal year.

The level of budgetary control (this is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level. City Council approval is required for any budget revisions that affect total appropriations within each fund.

Appropriations lapse at the end of the fiscal year unless they are re-appropriated through the formal budget process. Open encumbrances are recorded as reservations of fund balance since the commitments will be paid by subsequent year's budget appropriations. Encumbrances do not constitute expenditures or liabilities of the City.

Budgeted amounts are as originally adopted, or as amended in accordance with prescribed procedures throughout the fiscal year. The original budget for the General Fund and the Special Revenue Funds increased by \$562,355 and \$246,664 respectively, through amendments approved by the City Council.

#### (e) Investments

Investments are reported in the accompanying balance sheet at fair value. Changes in fair value that occur during a fiscal year are recognized as *investment income* reported for that fiscal year. *Investment income* includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

The City pools cash and investments of all funds. Each fund's share in this pool is displayed in the accompanying financial statements as *cash and investments*. Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balance.

#### (f) Due from Other Governments

The amounts recorded as a receivable due from other governments include sales taxes, gas taxes, Measure M revenue, reimbursement grant revenues and other revenues collected or provided by Federal, State, County and City governments and unremitted to the City as of June 30, 2001. The County of Orange assesses, bills, and collects property taxes for the City.



# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (1) Summary of Significant Accounting Policies, (Continued)

#### (g) Compensated Absences

Permanent, full-time City employees earn 10 vacation days a year and 12 sick days a year. The City accounts for compensated absences in accordance with GASB Statement No. 16. In governmental funds, compensated absences are recorded as expenditures in the year paid, and it is the City's policy to liquidate any unpaid vacation or sick leave at June 30 from future resources rather than currently available expendable resources. Accordingly, the entire unpaid liability for the governmental funds is recorded in the general long-term debt account group.

#### (h) Claims and Judgments

The City records a liability for material litigation, judgments, and claims (including incurred but not reported losses) when it is probable that an asset has been significantly impaired or a material liability has been incurred prior to year end and the probable amount of loss (net of any insurance coverage) can be reasonably estimated.

#### (i) Property Taxes

Under California law, property taxes are assessed and collected by the counties up to 1% of assessed value, plus other increases approved by the voters. The property taxes go into a pool, and are then allocated to the cities based on complex formulas. Accordingly, the City of Laguna Woods recognizes as revenue only those taxes which are received within 60 days after year end.

The property tax calendar is as follows:

Lien Date:	January 1
Levy Date:	July 1
Due Date:	First Installment – November 1 Second Installment – February 1
Delinquent Date:	First Installment – December 11 Second Installment – April 11

Taxes are collected by the County of Orange and are remitted to the City periodically. Dates and percentages are as follows:

December	30% advance
January	Collection No. 1
April	10% advance
May	Collection No. 2
July	Collection No. 3

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (1) Summary of Significant Accounting Policies, (Continued)

#### (j) Comparative Data

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the City's financial position and operations. However, comparative (i.e., presentation of prior year totals by fund type) data has not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

#### (k) Memorandum Only Totals

Columns on the combined financial statements captioned "Totals (Memorandum Only)" are not necessary for a fair presentation of the financial statements in accordance with generally accepted accounting principles, but are presented as additional analytical data. Interfund balances and transactions have not been eliminated and the columns do not present consolidated financial information.

### (2) Cash and Investments

Cash and investments held by the City at June 30, 2001 consisted of the following:

Petty cash	\$ 365
Demand deposits	131,971
State Treasurer's Investment Pool (LAIF)	<u>5,981,462</u>
Total cash and investments held by City	<u>\$6,113,798</u>

The City is generally authorized under Section 53601 of the Government Code and the City's investment policy to invest in: FDIC insured accounts and the Local Agency Investment Fund of the State of California.

Under the California Government Code, a financial institution is required to secure deposits made by state or local governmental units by pledging securities held in the form of an undivided collateral pool. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (2) Cash and Investments, (Continued)

Deposits of cities and other state or local governments are classified in three categories to give an indication of the level of custodial risk assumed by the entity. Category 1 includes deposits that are insured or collateralized with securities held by the City or its agent in the City's name. Category 2 includes deposits collateralized with securities held by the pledging financial institution's trust department or agent in the City's name. Category 2 also includes deposits collateralized by an interest in an undivided collateral pool held by an authorized Agent of the Depository and subject to certain regulatory requirements under State law. Category 3 includes deposits collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City's name. Category 3 also includes any uncollateralized deposits.

Deposits held by the City as of June 30, 2001 are classified in risk categories as follows:

<u>Form of Deposit</u>	<u>Category</u>			<u>Bank Balance</u>	<u>Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>		
Deposits held by City:					
Demand deposits	<u>\$100,000</u>	<u>35,131</u>	<u>-</u>	<u>135,131</u>	<u>131,971</u>
Total deposits	<u>\$100,000</u>	<u>35,131</u>	<u>-</u>	<u>135,131</u>	<u>131,971</u>

Investments of cities and other state or local governments are classified in three categories to give an indication of the level of custodial risk assumed by the entity at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the City or the City's custodial agent (which must be a different institution other than the party through which the City purchased the securities) in the City's name. Investments held "in the City's name" include securities held in a separate custodial or fiduciary account and identified as owned by the City in the custodian's internal accounting records. Category 2 includes uninsured and unregistered investments for which the securities are held by the dealer's agent (or by the trust department of the dealer if the dealer was a financial institution and another department of the institution purchased the securities for the City) in the City's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the dealer's agent, but not in the City's name. Category 3 also includes all securities held by the broker-dealer agent of the City (the party that purchased the securities for the City) regardless of whether or not the securities are being held in the City's name.

The City's only investment is the Local Agency Investment Fund which is not required to be categorized as described above.

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (2) Cash and Investments, (Continued)

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations.

### (3) Due To/From Other Funds

The following summarizes the total due to and from other funds as of June 30, 2001:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$19,272	-
Special Revenue Fund:		
Arterial Highway Rehabilitation	<u>-</u>	<u>19,272</u>
Totals	<u>\$19,272</u>	<u>19,272</u>

### (4) General Fixed Assets

A summary of changes in general fixed assets is as follows:

	<u>Balance at July 1, 2000</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at June 30, 2001</u>
Furniture	\$34,022	-	-	34,022
Computer Equipment	13,328	7,157	-	20,485
Office Equipment	<u>5,990</u>	<u>453</u>	<u>-</u>	<u>6,443</u>
Totals	<u>\$53,340</u>	<u>7,610</u>	<u>-</u>	<u>60,950</u>

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (5) General Long-Term Debt

Changes in general long-term debt for the year ended June 30, 2001 were as follows:

	<u>Balance at July 1, 2000</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at June 30, 2001</u>
Compensated absences	<u>\$19,889</u>	<u>10,067</u>	<u>-</u>	<u>29,956</u>

### (6) Fund Balances

Fund balances at June 30, 2001 consisted of the following reserves and designations:

	<u>General</u>	<u>Special Revenue</u>
Reserved for:		
Deposits	\$ 10,679	-
Contingent liabilities	<u>200,000</u>	<u>-</u>
Subtotal	<u>210,679</u>	<u>-</u>
Unreserved:		
Designated for:		
Special fund purposes	<u>-</u>	<u>2,501,172</u>
Subtotal	<u>-</u>	<u>2,501,172</u>
Undesignated	<u>3,472,810</u>	<u>-</u>
Total fund balances	<u>\$3,683,489</u>	<u>2,501,172</u>

### (7) Prior Period Adjustment

The accompanying financial statements reflect an adjustment to reclassify revenues recognized in the prior year as deposits payable. This adjustment effected fund balance in the General Fund as follows:

Fund balance at beginning of year, as previously reported	\$2,310,394
Reclassification of revenues	<u>(206,974)</u>
Fund balance at beginning of year, as restated	<u>\$2,103,420</u>

# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (8) Fund Deficits

The following fund reported a deficit in fund balance as of June 30, 2001:

Special Revenue Fund:	
Arterial Highway Rehabilitation	\$25,722

### (9) Operating Leases

In May, 1999, the City contracted with S & P Company for office space in the Willow Tree Shopping Center. This lease term is for three years ending in May 2002. The base monthly rent for the first year is \$1,719 plus costs for common area maintenance of \$473. Rent will be adjusted annually based on the local consumer price index, not to exceed 5%. On June 1, 2000, the base monthly rent payment increased to \$1,778.

On May 17, 2001, the City entered into a lease agreement with California Federal Bank for the future City Hall office site. The lease term ends on December 31, 2010 with payments commencing May 23, 2001. The base rent for the first year is \$10,789 monthly with annual consumer price index increases. Total lease payments for fiscal year ended June 30, 2001 were \$51,183. Future minimum lease payments are as follows:

<u>Year ended</u> <u>June 30</u>	<u>S &amp; P</u>	<u>California</u> <u>Federal Bank</u>	<u>Total</u>
2002	\$24,761	128,142	152,903
2003	-	128,142	128,142
2004	-	128,142	128,142
2005	-	128,142	128,142
2006	-	128,142	128,142
Thereafter	-	576,639	576,639
Totals	<u>\$24,761</u>	<u>1,217,349</u>	<u>1,242,110</u>

## CITY OF LAGUNA WOODS

### Notes to Financial Statements

(Continued)

#### (10) Insurance Policies

The City is a member of the California Joint Powers Insurance Authority (Authority). The Authority is composed of 85 California public entities and is organized under a joint powers agreement pursuant to California Government Code Section 6500, et. seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group-purchased insurance for property and other coverages. The Authority's pool began covering claims of its members in 1978. Each member government has a representative on the Board of Directors. The Board operates through a 9-member Executive Committee.

##### General Liability

Each member government pays a primary deposit to cover estimated losses for a fiscal year (claims year). Six months after the close of a fiscal year, outstanding claims are valued. A retrospective deposit computation is then made for each open claims year. Costs are spread to members as follows: the first \$20,000 of each occurrence is charged directly to the city; costs from \$20,001 to \$500,000 are pooled based on a member's share of costs under \$20,000; costs from \$500,001 to \$5,000,000 are pooled based on payroll. Costs of covered claims above \$5,000,000 are currently paid by reinsurance. The protection for the City is \$50,000,000 per occurrence and \$50,000,000 annual aggregate.

##### Workers Compensation

The City also participated in the workers compensation pool administered by the Authority. Pool deposits and retrospective adjustments are valued in a manner similar to the General Liability pool. The City is charged for the first \$50,000 of each claim. Costs from \$50,001 to \$100,000 per claim are pooled based on the City's losses under its retention level. Costs between \$100,001 and \$500,000 per claim are pooled based on payroll. Costs in excess of \$500,000 are paid by excess insurance purchased by the Authority. The excess insurance provides coverage to statutory limits.

Since incorporation on March 24, 1999, the City's liability for claims payable, if any, did not significantly exceed its deposit with CJPIA and therefore no liability for claims payable has been recorded in the general long-term debt account group. In addition, since incorporation, claim payments have not exceeded the amount of applicable insurance coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

## CITY OF LAGUNA WOODS

### Notes to Financial Statements

(Continued)

#### (11) Joint Venture

##### Orange County Fire Authority

In 1999, the City of Laguna Woods entered into a joint powers agreement with the Cities of Buena Park, Cypress, Dana Point, Irvine, Laguna Hills, Laguna Niguel, Lake Forest, La Palma, Los Alamitos, Placentia, San Clemente, San Juan Capistrano, Seal Beach, Stanton, Tustin, Villa Park, Westminster and Yorba Linda and the County of Orange to create the Orange County Fire Authority (Authority). The purpose of the Authority is to provide for mutual fire protection, prevention and suppression services and related and incidental services including, but not limited to, emergency medical and transport services, as well as providing facilities and personnel for such services. The effective date of formation was March 1, 1995. The Authority's governing board consists of one representative from each City and two from the County. The operations of the Authority are funded with fire fees collected by the County through the property tax roll for the unincorporated area and on behalf of all member Cities except for the Cities of Stanton, Tustin, San Clemente, Buena Park, Placentia and Seal Beach. The County pays all structural fire fees it collects to the Authority. The Cities of Stanton, Tustin, San Clemente, Buena Park, Placentia and Seal Beach are considered "cash contract Cities" and accordingly make cash contributions based on the Authority's annual budget. The City of Laguna Woods does not have an equity interest in the assets of the Orange County Fire Authority.

Complete financial statements may be obtained from the Orange County Fire authority, 180 S. Water Street, Orange, California, 92866.

#### (12) Commitment

The City has a commitment with the County of Orange to make minimum payments each year to mitigate the effect of excess expenditures incurred by the County over revenues for future fiscal years as a result of the incorporation of the City of Laguna Woods. These payments equal \$405,045 per year through 2006.

#### (13) Defined Benefit Pension Plan

##### Plan Description

The City contributes to the California Public Employees Retirement System (PERS), an agent multiple-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities



# CITY OF LAGUNA WOODS

## Notes to Financial Statements

(Continued)

### (13) Defined Benefit Pension Plan, (Continued)

within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance. Copies of PERS' annual financial report may be obtained from their executive office: 400 "P" Street, Sacramento, California 95814.

#### Funding Policy

Participants are required to contribute 7% of their annual covered salary. The City made all of the contribution required of City employees on their behalf and for their account. The City is required to contribute at an actuarially determined rate calculated as a percentage of payroll. The current employer contributions rate for the year ended June 30, 2001 was 14.35%. The contribution requirements of plan members and the City are established and may be amended by PERS.

#### Annual Pension Cost

For the year ended June 30, 2001, the City's annual pension cost of \$71,607 for PERS was equal to the City's required and actual contributions. The required contribution was determined as part of the March 1, 2000 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included (a) 8.25% investment rate of return (net of administrative expenses), (b) projected annual salary increases that vary by duration of service, and (c) 3.75% per year cost-of-living adjustments. Both (a) and (b) included an inflation component of 3.5%. The actuarial value of PERS assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a four-year period (smoothed market value). PERS unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. PERS has combined the prior service unfunded liability and the current service unfunded liability into a single initial unfunded liability. The single funding horizon for this initial unfunded liability is June 30, 2016.

#### *Trend Information*

<u>Fiscal Year</u>	<u>Annual Pension Cost</u> <u>(Employer Contribution)</u>	<u>Percentage of</u> <u>APC Contributed</u>	<u>Net Pension</u> <u>Obligation</u>
6/30/01	\$71,607	100%	-0-

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## **SPECIAL REVENUE FUNDS**

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

Gas Tax Fund – to account for the operations of the street and maintenance projects of the public works department. Financing is provided by the City's share of State gasoline taxes.

Traffic Congestion Relief Fund – accounts for the receipts from the State of California that augment the annual citywide pavement program.

Measure M Fund – to account for the operations of the street and maintenance projects of the public works department. Financing is provided by the City's share of County Measure M funds.

Arterial Highway Rehabilitation Fund – accounts for the receipts and expenditures from the State of California Department of Transportation for street rehabilitation projects.

Air Quality Improvement Fund – to account for funds received from the County for enacting policies to improve air quality.

California Law Enforcement Equipment Program Fund – accounts for receipts and expenditures for the purchase of safety equipment.

Supplemental Law Enforcement Services Fund – accounts for the receipts and expenditures from the State of California's Citizens Option for Public Safety (COPS) program.

Grants Fund – to account for revenues received under Federal, State and local grants.

CITY OF LAGUNA WOODS  
Special Revenue Funds

Combining Balance Sheet  
June 30, 2001

	<u>Gas Tax</u>	<u>Traffic Congestion Relief</u>	<u>Measure M</u>	<u>Arterial Highway Rehabilitation</u>
<u>Assets</u>				
Cash and investments	\$ 1,677,497	338,396	275,029	-
Interest receivable	-	-	-	-
Due from other governments	<u>81,799</u>	<u>-</u>	<u>27,389</u>	<u>25,722</u>
Total assets	<u>\$ 1,759,296</u>	<u>338,396</u>	<u>302,418</u>	<u>25,722</u>
<u>Liabilities and Fund Balances</u>				
Liabilities:				
Accounts payable	\$ 139,085	-	3,216	6,450
Due to other funds	-	-	-	19,272
Deferred revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,722</u>
Total liabilities	<u>139,085</u>	<u>-</u>	<u>3,216</u>	<u>51,444</u>
Fund balances (deficit):				
Designated for special fund purposes	<u>1,620,211</u>	<u>338,396</u>	<u>299,202</u>	<u>(25,722)</u>
Total fund balances	<u>1,620,211</u>	<u>338,396</u>	<u>299,202</u>	<u>(25,722)</u>
Total liabilities and fund balances	<u>\$ 1,759,296</u>	<u>338,396</u>	<u>302,418</u>	<u>25,722</u>

<u>Air Quality Improvement</u>	<u>California Law Enforcement Equipment Program</u>	<u>Supplemental Law Enforcement</u>	<u>Grants</u>	<u>Totals</u>	
				<u>2001</u>	<u>2000</u>
77,913	104,435	44,479	28,743	2,546,492	1,155,420
-	-	-	-	-	15,021
<u>13,515</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>148,425</u>	<u>167,313</u>
<u>91,428</u>	<u>104,435</u>	<u>44,479</u>	<u>28,743</u>	<u>2,694,917</u>	<u>1,337,754</u>
-	-	-	-	148,751	43,820
-	-	-	-	19,272	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,722</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>193,745</u>	<u>43,820</u>
<u>91,428</u>	<u>104,435</u>	<u>44,479</u>	<u>28,743</u>	<u>2,501,172</u>	<u>1,293,934</u>
<u>91,428</u>	<u>104,435</u>	<u>44,479</u>	<u>28,743</u>	<u>2,501,172</u>	<u>1,293,934</u>
<u>91,428</u>	<u>104,435</u>	<u>44,479</u>	<u>28,743</u>	<u>2,694,917</u>	<u>1,337,754</u>

CITY OF LAGUNA WOODS  
Special Revenue Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Year ended June 30, 2001

	<u>Gas Tax</u>	<u>Traffic Congestion Relief</u>	<u>Measure M</u>	<u>Arterial Highway Rehabilitation</u>
Revenues:				
Intergovernmental	\$ 854,745	329,218	148,324	-
Investment income	<u>82,282</u>	<u>9,178</u>	<u>11,735</u>	<u>-</u>
Total revenues	<u>937,027</u>	<u>338,396</u>	<u>160,059</u>	<u>-</u>
Expenditures:				
Current:				
Public works	385,932	-	8,201	25,722
Community development	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>385,932</u>	<u>-</u>	<u>8,201</u>	<u>25,722</u>
Excess (deficiency of revenues over (under) expenditures	551,095	338,396	151,858	(25,722)
Fund balances beginning of year	<u>1,069,116</u>	<u>-</u>	<u>147,344</u>	<u>-</u>
Fund balances (deficit) at end of year	<u>\$ 1,620,211</u>	<u>338,396</u>	<u>299,202</u>	<u>(25,722)</u>

<u>Air Quality Improvement</u>	<u>California Law Enforcement Equipment Program</u>	<u>Supplemental Law Enforcement</u>	<u>Grants</u>	<u>Totals</u>	
				<u>2001</u>	<u>2000</u>
51,341	100,000	44,479	14,450	1,542,557	1,138,836
<u>3,531</u>	<u>4,435</u>	<u>-</u>	<u>792</u>	<u>111,953</u>	<u>26,397</u>
<u>54,872</u>	<u>104,435</u>	<u>44,479</u>	<u>15,242</u>	<u>1,654,510</u>	<u>1,165,233</u>
27,417	-	-	-	447,272	145,548
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,636</u>
<u>27,417</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>447,272</u>	<u>162,184</u>
27,455	104,435	44,479	15,242	1,207,238	1,003,049
<u>63,973</u>	<u>-</u>	<u>-</u>	<u>13,501</u>	<u>1,293,934</u>	<u>290,885</u>
<u>91,428</u>	<u>104,435</u>	<u>44,479</u>	<u>28,743</u>	<u>2,501,172</u>	<u>1,293,934</u>

CITY OF LAGUNA WOODS  
Gas Tax Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Prior Year <u>Actual</u>
Revenues:				
Intergovernmental	\$ 857,504	854,745	(2,759)	848,991
Investment income	<u>29,700</u>	<u>82,282</u>	<u>52,582</u>	<u>22,486</u>
Total revenues	<u>887,204</u>	<u>937,027</u>	<u>49,823</u>	<u>871,477</u>
Expenditures:				
Current:				
Public works	<u>699,832</u>	<u>385,932</u>	<u>313,900</u>	<u>93,246</u>
Total expenditures	<u>699,832</u>	<u>385,932</u>	<u>313,900</u>	<u>93,246</u>
Excess (deficiency of revenues over (under) expenditures	187,372	551,095	363,723	778,231
Fund balances at beginning of year	<u>1,069,116</u>	<u>1,069,116</u>	<u>-</u>	<u>290,885</u>
Fund balances at end of year	<u>\$ 1,256,488</u>	<u>1,620,211</u>	<u>363,723</u>	<u>1,069,116</u>



CITY OF LAGUNA WOODS  
Traffic Congestion Relief Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Prior Year <u>Actual</u>
Revenues:				
Intergovernmental	\$ 329,219	329,218	(1)	-
Investment income	<u>5,850</u>	<u>9,178</u>	<u>3,328</u>	<u>-</u>
Total revenues	<u>335,069</u>	<u>338,396</u>	<u>3,327</u>	<u>-</u>
Expenditures:				
Current:				
Public works	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency of revenues over (under) expenditures	335,069	338,396	3,327	-
Fund balances at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u>\$ 335,069</u>	<u>338,396</u>	<u>3,327</u>	<u>-</u>

CITY OF LAGUNA WOODS  
Measure M Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Prior Year <u>Actual</u>
Revenues:				
Intergovernmental	\$ 223,000	148,324	(74,676)	212,371
Investment income	<u>4,950</u>	<u>11,735</u>	<u>6,785</u>	<u>3,911</u>
Total revenues	<u>227,950</u>	<u>160,059</u>	<u>(67,891)</u>	<u>216,282</u>
Expenditures:				
Current:				
Public works	17,164	8,201	8,963	52,302
Community development	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,636</u>
Total expenditures	<u>17,164</u>	<u>8,201</u>	<u>8,963</u>	<u>68,938</u>
Excess (deficiency) of revenues over (under) expenditures	210,786	151,858	(58,928)	147,344
Fund balances at beginning of year	<u>147,344</u>	<u>147,344</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u>\$ 358,130</u>	<u>299,202</u>	<u>(58,928)</u>	<u>147,344</u>

CITY OF LAGUNA WOODS  
Arterial Highway Rehabilitation Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>	<u>Prior Year Actual</u>
Revenues:				
Intergovernmental	\$ -	-	-	-
Investment income	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures:				
Current:				
Public works	<u>112,000</u>	<u>25,722</u>	<u>86,278</u>	<u>-</u>
	<u>112,000</u>	<u>25,722</u>	<u>86,278</u>	<u>-</u>
Total expenditures	<u>112,000</u>	<u>25,722</u>	<u>86,278</u>	<u>-</u>
Excess (deficiency of revenues over (under) expenditures	(112,000)	(25,722)	86,278	-
Fund balances at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances (deficit) at end of year	<u>\$ (112,000)</u>	<u>(25,722)</u>	<u>86,278</u>	<u>-</u>

CITY OF LAGUNA WOODS  
Air Quality Improvement Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Prior Year <u>Actual</u>
Revenues:				
Intergovernmental	\$ 111,574	51,341	(60,233)	63,973
Investment income	<u>-</u>	<u>3,531</u>	<u>3,531</u>	<u>-</u>
Total revenues	<u>111,574</u>	<u>54,872</u>	<u>(56,702)</u>	<u>63,973</u>
Expenditures:				
Current:				
Public works	<u>111,574</u>	<u>27,417</u>	<u>84,157</u>	<u>-</u>
Total expenditures	<u>111,574</u>	<u>27,417</u>	<u>84,157</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	-	27,455	27,455	63,973
Fund balances at beginning of year	<u>63,973</u>	<u>63,973</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u>\$ 63,973</u>	<u>91,428</u>	<u>27,455</u>	<u>63,973</u>

CITY OF LAGUNA WOODS  
California Law Enforcement Equipment Program Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Prior Year <u>Actual</u>
Revenues:				
Intergovernmental	\$ 100,000	100,000	-	-
Investment income	<u>-</u>	<u>4,435</u>	<u>4,435</u>	<u>-</u>
Total revenues	<u>100,000</u>	<u>104,435</u>	<u>4,435</u>	<u>-</u>
Expenditures:				
Current:				
Public works	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
Total expenditures	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
Excess (deficiency of revenues over (under) expenditures	-	104,435	104,435	-
Fund balances at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u><u>\$ -</u></u>	<u><u>104,435</u></u>	<u><u>104,435</u></u>	<u><u>-</u></u>

CITY OF LAGUNA WOODS  
Supplemental Law Enforcement Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Prior Year <u>Actual</u>
Revenues:				
Intergovernmental	\$ -	44,479	44,479	-
Investment income	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>-</u>	<u>44,479</u>	<u>44,479</u>	<u>-</u>
Expenditures:				
Current:				
Public works	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency of revenues over (under) expenditures	-	44,479	44,479	-
Fund balances at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u><u>\$ -</u></u>	<u><u>44,479</u></u>	<u><u>44,479</u></u>	<u><u>-</u></u>

CITY OF LAGUNA WOODS  
Grants Fund

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget and Actual

Year ended June 30, 2001

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>	<u>Prior Year Actual</u>
Revenues:				
Intergovernmental	\$ 43,057	14,450	(28,607)	13,501
Investment income	<u>-</u>	<u>792</u>	<u>792</u>	<u>-</u>
Total revenues	<u>43,057</u>	<u>15,242</u>	<u>(27,815)</u>	<u>13,501</u>
Expenditures:				
Current:				
Public works	<u>43,057</u>	<u>-</u>	<u>43,057</u>	<u>-</u>
Total expenditures	<u>43,057</u>	<u>-</u>	<u>43,057</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	-	15,242	15,242	13,501
Fund balances at beginning of year	<u>13,501</u>	<u>13,501</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u>\$ 13,501</u>	<u>28,743</u>	<u>15,242</u>	<u>13,501</u>

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## AGENCY FUNDS

Agency funds are used to account for assets held by the City in an agency capacity.

Developer Deposits Fund – to account for deposits received in connection with development projects located within City limits.

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CITY OF LAGUNA WOODS  
Agency Funds

Combining Statement of Changes in Assets and Liabilities

Year ended June 30, 2001

	Balance at <u>July 1, 2000</u>	<u>Additions</u>	<u>Deletions</u>	Balance at <u>June 30, 2001</u>
<u>Developer Deposits Fund</u>				
<u>Assets</u>				
Cash and investments	<u>\$ 56,579</u>	<u>-</u>	<u>(56,579)</u>	<u>-</u>
<u>Liabilities</u>				
Deposits payable	<u>\$ 56,579</u>	<u>-</u>	<u>(56,579)</u>	<u>-</u>

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## ACCOUNT GROUPS

General Fixed Asset Account Group – to account for the cost of fixed assets of the City that are used in the performance of general government functions.

General Long-Term Debt Account Group – to account for all outstanding long-term indebtedness of the City.

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CITY OF LAGUNA WOODS  
General Fixed Assets Account Group

Schedule of General Fixed Assets - By Function and Activity

June 30, 2001

<u>Function and Activity</u>	<u>Furniture</u>	<u>Computer Equipment</u>	<u>Office Equipment</u>	<u>Totals</u>
General government:				
Administration	\$ -	13,328	-	13,328
Community development	1,400	-	-	1,400
Non-department	<u>32,622</u>	<u>7,157</u>	<u>6,443</u>	<u>46,222</u>
 Total general fixed assets	 <u>\$ 34,022</u>	 <u>20,485</u>	 <u>6,443</u>	 <u>60,950</u>

CITY OF LAGUNA WOODS  
General Fixed Assets Account Group

Schedule of Changes in General Fixed Assets - By Function and Activity

Year ended June 30, 2001

	Balance at <u>July 1, 2000</u>	<u>Additions</u>	<u>Deductions</u>	Balance at <u>June 30, 2001</u>
<u>Function and Activity</u>				
General government:				
Administration	\$ 13,328	-	-	13,328
Community development	1,400	-	-	1,400
Non-department	<u>38,612</u>	<u>7,610</u>	<u>-</u>	<u>46,222</u>
 Total general fixed assets	 <u>\$ 53,340</u>	 <u>7,610</u>	 <u>-</u>	 <u>60,950</u>