

McKinleyville Community Services District

Management Report

June 30, 2022



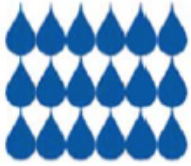
C.J. Brown & Company CPAs
An Accountancy Corporation

McKinleyville Community Services District

Management Report

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Board of Directors
McKinleyville Community Services District
McKinleyville, California

Dear Members of the Board:

In planning and performing our audit of the basic financial statements of the McKinleyville Community Services District (District) as of and for the year ended June 30, 2022, 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, we considered District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control over financial reporting.

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 over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*. The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*. The future event or events are likely to occur.

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

Other Comment

Our comment, of which have been discussed with the appropriate members of management, are summarized as follows:

Disclosure of Audit Adjustments and Reclassifications

As your external auditor, we assume that the books and records of the District are properly adjusted before the start of the audit. In many cases, however, audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process, we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

Management's Response

We have reviewed and approved all of the audit adjusting and reclassifying entries provided by the auditor and will enter those entries into the District's accounting system to close-out the District's year-end trial balance.

* * * * *

The purpose of this communication, which is an integral part of our audit, is to describe, for management and those charged with governance, the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

C.J. Brown & Company, CPAs

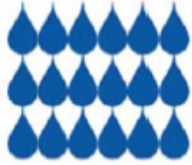
C.J. Brown & Company, CPAs
Cypress, California
January 4, 2023

APPENDIX

McKinleyville Community Services District

Audit/Finance Committee Letter

June 30, 2022



Christopher J. Brown, CPA, CGMA
Jonathan Abadesco, CPA
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Board of Directors
McKinleyville Community Services District
McKinleyville, California

We have audited the financial statements of the McKinleyville Community Services District (District) as of and for the year ended June 30, 2022, and have issued our report thereon dated January 4, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit¹

As communicated in our engagement letter dated March 16, 2022, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and material weaknesses, if any, and material noncompliance, and other matters noted during our audit in a separate letter to you dated January 4, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Compliance with All Ethics Requirements Regarding Independence, continued

An auditor that is not involved in the engagement performed an independent review of the financial statements that was prepared by us based on the information provided by management. This safeguard reduces the threat of self-review risk to an acceptable level.

Significant Risks Identified

We have identified the following significant risks:

- Management override of controls
- Revenue recognition

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are as follows:

- Management's estimate of the fair value of cash and investments which is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of cash and investments in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of capital assets depreciation which is based on historical estimates of each capitalized item's useful life expectancy or cost recovery period. We evaluated the key factors and assumptions used to develop the capital asset depreciation calculations in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the net other post-employment benefit (OPEB) liability, OPEB expense, and deferred OPEB outflows/inflows which are based on an actuarial valuation that was conducted by a third-party actuary. We evaluated the basis, methods, and assumptions used by the actuary in calculating these amounts for the District to determine that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the defined benefit pension plan's net pension liability, pension expense, and deferred pension outflows/inflows which are based on an actuarial valuation which was conducted by a third-party actuary. We evaluated the basis, methods, and assumptions used by the actuary to calculate these amounts for the District to determine that they are reasonable in relation to the financial statements taken as a whole.

Qualitative Aspects of the Entity's Significant Accounting Practices, continued

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to:

- The disclosure of fair value of cash and investments in Note 2 to the basic financial statements which represents amounts susceptible to market fluctuations.
- The disclosure of capital assets, net in Note 4 to the basic financial statements which is based on historical information which could differ from actual useful lives of each capitalized item.
- The disclosure of the District's net OPEB liability in Note 7 to the basic financial statements which is based on actuarial assumptions which could differ from actual costs.
- The disclosure of the District's defined benefit pension plan in Note 8 to the basic financial statements is based on actuarial assumptions which could differ from actual costs.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No significant unusual transactions were identified as a result of our audit procedures that were brought to the attention of management:

Identified or Suspected Fraud

We have not identified or have not obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. All misstatements, including material misstatements (if any), that we identified as a result of our audit procedures are included on the Schedule of Adjusting and Reclassifying Journal Entries on pages 5 through 7. The journal entries were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated January 4, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

We appreciate the cooperation extended us by Patrick Kaspari, General Manager, and Nicole Alvarado, Finance Director, in the performance of our audit testwork. We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

This information is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

C.J. Brown & Company, CPAs

C.J. Brown & Company, CPAs
Cypress, California
January 4, 2023

McKinleyville Community Services District
Schedule of Audit Adjusting and Reclassifying Journal Entries
June 30, 2022

| Account | Description | Debit | Credit |
|---|--------------------------------------|----------------------------|----------------------------|
| Adjusting Journal Entries JE # 1 | | | |
| To adjust cash with BNY. | | | |
| 501-65010-000 | ISSUANCE EXPENS | 90,942.07 | |
| 551-65010-000 | ISSUANCE EXPENS | 74,964.65 | |
| 501-10040-000 | BNY TrustAcct-2021BondIssue | | 76,514.73 |
| 501-50001-000 | INT. REVENUE | | 14,427.34 |
| 551-10040-000 | BNY TrustAcct-2021BondIssue | | 63,422.65 |
| 551-50001-000 | INT. REVENUE | | 11,542.00 |
| Total | | <u>165,906.72</u> | <u>165,906.72</u> |
| Adjusting Journal Entries JE # 2 | | | |
| To adjust accrued interest and debt. | | | |
| 004-64001-000 | INT. EXPENSE | 19,308.38 | |
| 004-65001-000 | DEBT SVC PRIN | 95,351.00 | |
| 501-21005-000 | ACCRUED INTEREST | 62,697.00 | |
| 501-49000-000 | PROCEEDS OF LTD | 497,089.85 | |
| 551-21005-000 | ACCRUED INTEREST | 63,669.00 | |
| 551-21005-071 | SEWER Interest Payable-SRF WWMF Loan | 5,585.00 | |
| 551-49000-000 | PROCEEDS OF LTD | 385,124.10 | |
| 951-10099-000 | FUND CASH BALANCE | 114,659.38 | |
| 004-10099-000 | FUND CASH BALANCE | | 114,659.38 |
| 501-23010-000 | REVENUE BONDS-2021WaterFund | | 497,089.85 |
| 501-64001-000 | INT. EXPENSE | | 62,697.00 |
| 551-23010-000 | REVENUE BONDS-2021WaterFund | | 385,124.10 |
| 551-64001-000 | INT. EXPENSE | | 63,669.00 |
| 551-64001-000 | INT. EXPENSE | | 5,585.00 |
| 951-19011-000 | AMT TO BE PROVIDED-MEAS.B GLTL | | 114,659.38 |
| Total | | <u>1,243,483.71</u> | <u>1,243,483.71</u> |
| Adjusting Journal Entries JE # 3 | | | |
| To adjust net pension liability. | | | |
| 501-23210-000 | Pension Liability | 369,420.00 | |
| 501-61050-000 | WATER PensionExp Act | 116,167.00 | |
| 551-23210-000 | Pension Liability | 369,420.00 | |
| 551-61050-000 | SEWER PensionExp Act | 116,167.00 | |
| 951-23210-000 | Pension Liability | 184,710.00 | |
| 951-32101-000 | FUND BALANCE - RESTRICTED | 58,084.00 | |
| 501-15500-000 | Pension Deferred Outflows | | 11,761.00 |
| 501-23500-000 | Pension Deferred Inflows | | 473,826.00 |
| 551-15500-000 | Pension Deferred Outflows | | 11,761.00 |
| 551-23500-000 | Pension Deferred Inflows | | 473,826.00 |
| 951-15500-000 | Pension Deferred Outflows | | 5,881.00 |
| 951-23500-000 | Pension Deferred Inflows | | 236,913.00 |
| Total | | <u>1,213,968.00</u> | <u>1,213,968.00</u> |

McKinleyville Community Services District
Schedule of Audit Adjusting and Reclassifying Journal Entries
June 30, 2022

| Account | Description | Debit | Credit |
|---|--------------------------------|----------------------------|----------------------------|
| Adjusting Journal Entries JE # 4 | | | |
| To adjust OPEB. | | | |
| 501-15550-000 | OPEB Deferred Outflows | 204,132.00 | |
| 501-23200-000 | OPEB LIABILITY - RETIREE MED | 1,226,985.00 | |
| 501-61060-000 | WATER OPEBexActuarial | 117,383.00 | |
| 551-15550-000 | OPEB Deferred Outflows | 204,132.00 | |
| 551-23200-000 | OPEB LIABILITY - RETIREE MED | 1,226,985.00 | |
| 551-61060-000 | SEWER OPEBexActuarial | 117,383.00 | |
| 951-15550-000 | OPEB Deferred Outflows | 102,066.00 | |
| 951-23200-000 | OPEB LIABILITY - RETIREE MED | 613,492.00 | |
| 951-32101-000 | FUND BALANCE - RESTRICTED | 58,692.00 | |
| 501-23510-000 | OPEB Deferred Inflows | | 1,548,500.00 |
| 551-23510-000 | OPEB Deferred Inflows | | 1,548,500.00 |
| 951-23510-000 | OPEB Deferred Inflows | | 774,250.00 |
| Total | | <u>3,871,250.00</u> | <u>3,871,250.00</u> |
| Adjusting Journal Entries JE # 5 | | | |
| To reconcile pooled cash. | | | |
| 001-10099-000 | FUND CASH BALANCE | 1,480.00 | |
| 001-10500-902 | PREPAID INS. | 20,216.42 | |
| 001-61013-000 | WORKER'S COMP. | 27,200.54 | |
| 005-10500-000 | PREPAID INS. | 5,054.11 | |
| 501-10099-000 | FUND CASH BALANCE | 311.59 | |
| 501-10500-000 | PREPAID INS. | 50,541.06 | |
| 551-10500-000 | PREPAID INS. | 50,540.62 | |
| 901-32101-000 | FUND BALANCE - RESTRICTED | 1,480.00 | |
| 999-62195-000 | CWS BAD CK EXP | 250.00 | |
| 999-62196-000 | WEB BAD CK INC | 80.00 | |
| 001-10099-000 | FUND CASH BALANCE | | 20,216.42 |
| 001-10099-000 | FUND CASH BALANCE | | 27,200.54 |
| 001-56000-000 | LOSS(GAIN) DISP | | 1,480.00 |
| 005-10099-000 | FUND CASH BALANCE | | 5,054.11 |
| 501-10099-000 | FUND CASH BALANCE | | 50,541.06 |
| 501-62195-000 | WATER CWS BAD CK EXP | | 311.59 |
| 551-10099-000 | FUND CASH BALANCE | | 50,540.62 |
| 901-10099-000 | FUND CASH BALANCE | | 1,480.00 |
| 999-10099-000 | FUND CASH BALANCE | | 271.59 |
| 999-10101-000 | ACCOUNTS RECEIVABLE/UTILITY | | 58.41 |
| 001-10010-000 | PETTY CASH | | |
| Total | | <u>157,154.34</u> | <u>157,154.34</u> |
| Adjusting Journal Entries JE # 6 | | | |
| To reconcile prior year ending fund balance to current year beginning fund balance. | | | |
| 004-32001-000 | FUND BALANCE - UNRES. UNDESIG. | 46,837.00 | |
| 004-65001-000 | DEBT SVC PRIN | | 46,837.00 |
| Total | | <u>46,837.00</u> | <u>46,837.00</u> |

McKinleyville Community Services District
Schedule of Audit Adjusting and Reclassifying Journal Entries
June 30, 2022

| Account | Description | Debit | Credit |
|--|--------------------------------|--------------------------|--------------------------|
| Adjusting Journal Entries JE # 7 | | | |
| To adjust prepaid expenses. | | | |
| 001-10500-902 | PREPAID INS. | 11,290.88 | |
| 001-10500-902 | PREPAID INS. | 6,526.10 | |
| 005-10500-000 | PREPAID INS. | 2,822.72 | |
| 005-10500-000 | PREPAID INS. | 1,631.53 | |
| 501-10500-000 | PREPAID INS. | 28,227.21 | |
| 501-10500-000 | PREPAID INS. | 16,315.26 | |
| 551-10500-000 | PREPAID INS. | 28,227.21 | |
| 551-10500-000 | PREPAID INS. | 16,315.26 | |
| 001-61012-000 | GRP. HEALTH INS | | 11,290.88 |
| 001-61013-000 | WORKER'S COMP. | | 6,526.10 |
| 005-61012-000 | GRP. HEALTH INS | | 2,822.72 |
| 005-61013-000 | WORKER'S COMP. | | 1,631.53 |
| 501-61012-000 | GRP. HEALTH INS | | 28,227.21 |
| 501-61013-000 | WORKER'S COMP. | | 16,315.26 |
| 551-61012-000 | GRP. HEALTH INS | | 28,227.21 |
| 551-61013-000 | WORKER'S COMP. | | 16,315.26 |
| Total | | <u>111,356.17</u> | <u>111,356.17</u> |
| Adjusting Journal Entries JE # 8 | | | |
| To adjust capital assets. | | | |
| 501-62130-000 | DEPRECIATION | 43,684.43 | |
| 551-62130-000 | DEPRECIATION | 637,363.03 | |
| 501-13201-000 | ALLOW. FOR DEP. SOURCE OF SUPP | | 43,684.43 |
| 551-13305-000 | ALLOW. FOR DEP.-SWR TREATMENT | | 262,579.11 |
| 551-13310-000 | ALLOW. FOR DEP.-SWR DISPOSAL | | 374,783.92 |
| Total | | <u>681,047.46</u> | <u>681,047.46</u> |
| Reclassifying Journal Entries JE # 201 | | | |
| To reclassify 2nd debt payment that was reimbursed in July 2022. | | | |
| 501-10108-000 | ACCOUNTS RECEIVABLE (WB) | 109,416.00 | |
| 501-22001-000 | DAVIS-GRUNSKY PRINCIPAL | | 109,416.00 |
| Total | | <u>109,416.00</u> | <u>109,416.00</u> |
| Reclassifying Journal Entries JE # 202 | | | |
| To reverse prior year RJE 203. | | | |
| 501-21001-000 | ACCOUNTS PAYABLE | 85.44 | |
| 501-20201-000 | FEDERAL INCOME TAX W/H | | 85.44 |
| Total | | <u>85.44</u> | <u>85.44</u> |
| Reclassifying Journal Entries JE # 203 | | | |
| To reclassify interest receivable from prior year. | | | |
| 001-10301-000 | ACCRUED INTEREST RECEIVABLE | 12,924.03 | |
| 001-10151-000 | PROPERTY TAXES RECEIVABLE | | 12,924.03 |
| Total | | <u>12,924.03</u> | <u>12,924.03</u> |