NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

JPA Board of Directors - Agenda
Thursday March 16, 2017 – 9:00 am
2409 Dean Street, Room 124, McClellan, CA 95652

PUBLIC MEETING

- I. Call to Order
- II. Pledge of Allegiance
- III. Public comment on agenda/non-agenda items

None scheduled

- IV. Consent Agenda
 - Approve NCRPSTA Board Meeting Action Summary January 19, 2017
 - Approve NCRPSTA Board Meeting Action Summary February 16, 2017
 - Receive LRCCD Board Appointment Letter, appointing Dr. Thomas Greene the primary representative, Lisa Lawrenson and Steve Segura alternates.
 - Receive Audit and End of Month/Year Closing Procedures.
- V. Presentations
 - NCRPSTA Financials for the period ending 02/28/17 NCRPSTA – Aging Report for the period ending 02/28/17 NCRPSTA – Statement of Cash Flows for the period ending 02/28/17
 - Receive Presentation Ms. Kelly Rowley
 - 2. NCRPSTA Facilities Report
 - Receive Presentation Mr. Jack Stehno
- VI. Action Items
 - None Scheduled
- VII. Executive Directors Report
- VIII. Board Member Questions and Comments
- IX. Future Agenda Items
 - Solar Project
- X. Meeting Schedule (color copies will be available at the meeting and in the JPA Business Office)

NCRPSTA Inter-Agency Planning Team – March 20th, April 3rd NCRPSTA Board of Directors – April 20th

XI. Adjournment

Posted March 12, 2017 - 11:00 am

Kelly Rowley. Clerk of the Boald

Action Summary - JPA Board of Directors
Thursday February 16, 2017 – 9:00 am
2409 Dean Street, Room 124, McClellan, CA 95652

A QUORUM OF THE BOARD WAS NOT PRESENT – THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.

Call to Order: 09:15 am

Roll Call: Dr. Thomas Greene, (LRCCD/ARC), A/Deputy Chief Kevin Gardner (SPD), Mr. Stephen Quinn, Executive Director

Pledge of Allegiance:

Public Comment: None received

Consent Agenda

Consent Agenda items have been continued to the Board meeting scheduled for March 16, 2017

Presentations/Discussion:

NCRPSTA Financial Report

Board Members were provided the financial reports for the period ending 01/31/17

NCRPSTA Facilities Report

- Building 683 has recently lost a lot of roof shingles, we are currently seeking bids for the replacement of the roof.
- We will be installing a washer and dryer in the "boiler" room of the recruit locker shower room.
 The SPD Academy has went to a new procedure of disinfecting their shoes prior to re-entering the mat room.
- Range 3 we have plans to concrete the front half of range 3, we are in the process of obtaining
 quotes. In addition, we are having new drains installed that will prevent expended rounds from
 going in the drainage system.
- Tactical Village The electrical in the Tactical Village needs to be upgraded. Currently, the wires
 are exposed and running on top of the walls. We are in the process of getting quotes to have the
 wires incased and adequate electrical drops to suit the need of our customers.

Action Items:

None scheduled

Action Summary - JPA Board of Directors

Thursday February 16, 2017 - 9:00 am
2409 Dean Street, Room 124, McClellan, CA 95652

Executive Director's Report/Training Report:

- Academies SPD 57 recruits, Los Rios 33 recruits and SFD starting on 2/28/17 with approximately 50 recruits
- The JPA will be hosting an "Environmental Crimes" course at our facility.
 - Dr. Greene Does South Bay offer this class for credit?
 - Quinn Yes, I do believe this is for credits.
- We were asked by POST to facilitate an additional contract for "Refugee Integration and Community Policing", the LEOKA and Critical Incidents contracts ended 12/31/17.
- The Legal opinion on ownership of the MODS is in progress, I have contacted an attorney and am waiting for a response.
- Range The Planning Team recently decided that it would be money well spent to have an
 engineering firm do an assessment of the bridge at the range, currently some of the wood is
 degrading.
- CHP has requested a contract with us for the use of our range, with the numbers of recruits at CHP, some of their other divisions are having a difficult time getting range time.
- Recently, POST audited the ICI Sexual Assault course, we have not received the results, but do not expect any significant findings. (Los Rios' PC 832 was also recently audited by POST)

Board Member Questions and Comments:

None Received

Meeting Adjourned: 9:50 am

Attested to:

Kelly Rewley, Clerk of the Board

Action Summary - JPA Board of Directors

Thursday January 19, 2017 – 9:00 am

2409 Dean Street, Room 124, McClellan, CA 95652

Call to Order: 09:05 am

Roll Call: Mr. Steve Segura, (LRCCD/ARC), A/Deputy Chief Kevin Gardner (SPD), Deputy Chief Chad Augustin (SFD), Mr. Stephen Quinn, Executive Director

Pledge of Allegiance:

Public Comment: None received

Consent Agenda

- Approve NCRPSTA Board Meeting Action Summary December 15, 2016
- Approve Facility Use Contract from DMV
- Approve Revision to Financial Management Policy

A motion to approve the consent agenda was made by Chief Gardner, seconded by Chief Augustin, all in favor, motion passes.

Presentations/Discussion:

NCRPSTA Financial Report

- Board Members were provided the financial reports for the period ending 12/31/17
- Board Members were given a presentation, by the Sacramento County Audit Manager, on the FY
 15-16 Audit. The Financial Statements were determined to be stated fairly.

NCRPSTA Facilities Report

Staff Locker/Shower room, the boiler went out and has been repaired, there was a valve that had been leaking.

Recruit Locker/Shower room – the floors have been stripped and sealed, which will preserve the floors and make them easier to clean.

Action Items:

None scheduled

Executive Director's Report/Training Report:

- Currently, the range use is up, most likely due to SPD retraining on rifles. The Tactical Village and the Classroom usage is down slightly.
- Academies SPD 58 recruits, Los Rios 35 recruits and SFD will start on February 21 with 40+ recruits.

Action Summary - JPA Board of Directors Thursday January 19, 2017 – 9:00 am 2409 Dean Street, Room 124, McClellan, CA 95652

- CPOA (California Peace Officers Association) recently toured our facilities and have scheduled a training session at our facilities.
- Since the ICI move to the Hyatt Place in Roseville, everything is working out well.
- Our relationship with POST is growing they have asked for 2 people to attend a workshop in Anaheim, to review the AICC (Academy Instructor Certification Course) program, they would like the JPA to be a presenter of the course.
- The Terrorism and Refugee Community Policing, this is a new contract from POST, General Douglas Stone is expected to be the facilitator.
- DOJ Audit currently, I am working with the DOJ on clearing some recommendations, this is an audit of the IFCAT Grant.
- Long Term Lease Chief Somers began the process, we should probably draft a letter to the County Exec.
- Room 100 has been returned to the JPA, and is back in use.

Dr. Greene: What is the ownership status of the modular classrooms?

Mr. Quinn: The modular were purchased with grant funds by the Sheriff's department on behalf of the regional training effort. The grant was specifically written for the benefit of the JPA. They are currently utilized for scenarios and breakouts.

Dr. Greene: It may be time to seek a legal opinion regarding ownership.

Board Member Questions and Comments:

None Received

Meeting Adjourned: 9:59 am

Attested to:

Kelly Rowley, Glerk of the Board





January 17, 2017

American River College Cosumnes River College Folsom Lake College Sacramento City College

1919 Spanos Court Sacramento, CA 95825 Phone: 916 568-3021 Fax: 916 568-3023 www.losrios.edu

Northern California Regional Public Safety Training Authority 2409 Dean Street McClellan, CA 95651

Dear Board of Trustees:

I appoint the following individuals to represent the Los Rios Community College District on our Joint Powers Authority Board of Directors for the Northern California Regional Public Safety Training Authority:

Regular Board Member: Thomas Greene

College President

American River College

Alternate Board Member: Lisa Lawrenson

Vice President of Instruction

American River College

Alternate Board Member: Steve Segura

Dean, McClellan Center American River College

Sincerely,

Brian King, Chancellor

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

END OF MONTH/YEAR ACCOUNTING PROCEDURES

Policies

The Business Services Manager prepares the monthly financial statements.

The Executive Director approves the financial statements before being sent to the Board of Directors. The financial statements should be presented to the Executive Director at least two days prior to the mailing of Board packets in order to facilitate this review.

The Board approves the monthly financial statements.

Procedures

The cutoff for information in the monthly statements is two weeks after the months' end.

Upon completion of the monthly bank reconciliations, the Business Services Manager will formulate the monthly journal entries. There are two types of monthly journal entries, those that remain consistent from month to month (recurring) and those that are specific to that month. The recurring journal entries are determined after the annual audit with the help of the Audit firm. These include depreciation and expensing of prepaid insurance. The specific journal entries include, but are not limited to, recording of principal/interest breakdown for the mortgage payment, interest and dividend income, bank transfers, NSF checks, bank charges, accrued wages and payroll taxes, receivables, etc.

The Business Services Manager will maintain a file for each month which includes work papers which document the balance of each balance sheet account. The file will also include copies of the grant billings. All balance sheet accounts will be reconciled monthly to help ensure that accurate statements are provided to management and the Board.

Once the final general journal entries are posted, the monthly financial statement is printed along with a copy of the general ledger for that month as well as the general journal entries posted.

The adjusted financial statements are to be delivered to the Board of Directors within three weeks after the end of the month.

The Business Services Manager prepares a budget to actual expense report for the Executive Director and the Board to be included with the monthly financial statements.

The year-end financial statements will be delayed for additional procedures.

END OF YEAR ACCOUNTING PROCEDURES

- 1. Prepare a closing schedule. The first step in the closing process is to plan and develop a schedule of events. There are various due dates that must be met such as report deadlines, data processing deadlines etc.
- 2. A calendar combining all of the important events should be established and followed throughout the closing process.
- 3. Review all asset accounts. Various asset accounts must be reviewed at year-end. A reconciliation of all cash accounts must be prepared and any adjusting entries must be recorded. The inventory account must be adjusted to agree with the physical count. Prepaid expenditures must be reviewed and analyzed to ensure that no adjustments are necessary.
- 4. Analyze and close out prior year receivable and payable accounts. At year-end, the agency must close out any amounts remaining in the prior year receivable or payable accounts. During the year, differences will occur between amounts actually received or paid versus what had been accrued. These adjustments should be made throughout the year as they occur, but a final analysis must be made if a balance remains on these accounts.
- 5. Accrue accounts receivable. Various sources of revenues are due to the agency at year-end. These amounts must be recorded as accounts receivable. This will record the revenue in the proper fiscal year.
- 6. Accrue accounts payable. Any amounts due to others at year- end for receipt of goods or services must be recorded as accounts payable. This will record the expenditure in the proper fiscal year. There are common types of payables such as payroll, employee benefits, utilities, contracts and so forth.
- 7. Adjust grants and entitlements: Specific recognition policies must be followed in accounting for grants and entitlements. Each project must be reviewed separately and appropriate entries must be completed.
- 8. Ensure accurate accounting for leases, must be recorded before or during the yearend closing process.
- 9. Ensure that all inter-program and inter-fund transactions are reconciled. Any transfers of expenditures between programs or funds must be reconciled.
- 10. Review unique closing procedures for other funds and account groups. Unique items must be considered at year-end regarding funds other than the general fund.

- 11. Properly identify the components of the ending fund balance. Year-end entries are necessary to classify the components of the ending fund balance correctly.

 Amounts may be reserved, legally restricted, designated or undesignated.
- 12. Are the books ready for the annual audit? The goal of year-end closing is to ensure that the Organization financial statements are accurate and ready for audit.

Data Cutoff

In order to meet the deadlines for producing reports discussed in Section 7 & 8, the gathering of information to use in making the month end entries must be cutoff by a certain date.

The monthly financial statements are due to the Board by three weeks after the month end. For these reports a cutoff of two weeks will be utilized. Any payables or other information not available by two weeks after a month end will be classified in the next period. The Business Services Manager may need to use estimates if final information is not available on a significant additional transaction.

The year-end financial statements are due to the Board six weeks after year end. For these reports a cutoff of four weeks will be utilized. Since the year end is the most important period cutoff, the general ledger will continue to be held open for additional material transactions through the conclusion of the financial audit fieldwork.

Implemente	d/Adopted/Revision Date:	_02/16/2017
Reviewer: _	Kelly Rowley, Business Services Manager	
Approval: _	Stephen Quinn Executive Director	

Annual Audit Procedures

I. PURPOSE:

The purpose of this policy is to provide for an annual audit of the books and records of the Training Authority in order to comply with Federal and State laws, to provide a permanent record of the financial position of the Training Authority, and to provide guidance to the Business Office to correct any errors and discrepancies in its practices.

II. REQUIREMENTS:

- 1. The Training Authority will have an annual audit conducted of its income and expenses. If the Training Authority has expended \$500,000 or more in Federal funds in the organizations fiscal year (12-months turnaround reporting period), July 1 June 30, pursuant of Federal requirements, shall have a single organization wide audit conducted in accordance with the provision of OMB Circular A-133.
- 2. The Executive Director, shall ensure that the Training Authority Staff, Business Services Manager and Accounting/Finance Team shall regularly review all appropriate Guides, Circulars and other relevant financial requirements.
- 3. The Executive Director and/or the Business Services Manager shall attend Federal Agency Financial Seminar to ensure they accurately understand the application of financial requirements for Grantees.
- 4. In preparation for each fiscal year audit, the Business Services Manager will provide the Executive Director with a detail general ledger for the fiscal year. The Business Manager will review the general ledger for that fiscal year to identify any incorrect posting of expenses.
- 5. The Business Services Manager will work with the Training Authority staff to ensure that all expenses for the fiscal year have been posted correctly in accordance with the Training Authority policies and procedures, and allocations of specific expenses.
- 6. For each fiscal year audit, the Business Services Manager shall prepare and provide to the Executive Director a draft financial documents a Statement of Financial Position, a Statement of Activities, a Statement of Cash Flows, Notes to Financial Statements and a Schedule of Expenditures of Federal Awards.
- 7. The draft notes shall include, but not to be limited to, notes on organizations and operations, significant accounting policies, lease commitments, grant expenses, line of credit, concentrations, indirect costs rates, funding, related parties and contract services.
- 8. The Executive Director shall review the draft financial documents to identify and errors. The Executive Director shall work with the Business Services Manager to correct any mistakes and to ensure that all the financial documents accurately represent the income, expenses, financial and program activities of the Training Authority.

- 9. After the Executive Director has approved the financial documents, the Business Services Manager will send the final documents to the auditor.
- 10. The supporting documentation for the financial documents shall be maintained electronically or in hard copy form by the Executive Director. The Business Services Manager shall ensure hard copies of the supporting documentations are stored appropriately.
- 11. The Training Authority shall, prior to November 30 of each year, provide to the Board, audited financial data for the preceding fiscal year. The Training Authority shall, prior to December 31 of each year, provide to the Board an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the Training Authority by its auditor.
- 12. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the State Legal Compliance Guide issued by the Office of the State Auditor.
- 13. The governing board must approve the audit report by resolution or require a further or amended report.

PROCEDURES TO ENSURE ACCURATE CLOSING

- 1. Prepare a closing schedule. The first step in the closing process is to plan and develop a schedule of events. There are various due dates that must be met such as report deadlines, data processing deadlines at the Training Authority.
- 2. A calendar combining all of the important events should be established and followed throughout the closing process.
- 3. Review all asset accounts. Various asset accounts must be reviewed at year-end. A reconciliation of all cash accounts must be prepared and any adjusting entries must be recorded. The inventory account must be adjusted to agree with the physical count. Prepaid expenditures must be reviewed and analyzed to ensure that no adjustments are necessary.
- 4. Analyze and close out prior year receivable and payable accounts. At year-end, the agency must close out any amounts remaining in the prior year receivable or payable accounts. During the year, differences will occur between amounts actually received or paid versus what had been accrued. These adjustments should be made throughout the year as they occur, but a final analysis must be made if a balance remains on these accounts.
- 5. Accrue accounts receivable. Various sources of revenues are due to the agency at yearend. These amounts must be recorded as accounts receivable. This will record the revenue in the proper fiscal year. There are specific revenue recognition policies referring

to such items as revenue limit, special education master plan, interest, deficits, state lottery, etc. that provide guidance on how to calculate these receivables.

- 6. Accrue accounts payable. Any amounts due to others at year- end for receipt of goods or services must be recorded as accounts payable. This will record the expenditure in the proper fiscal year. There are common types of payables such as payroll, employee benefits, utilities, contracts and so forth.
- 7. Adjust grants and entitlements: Specific recognition policies must be followed in accounting for grants and entitlements. Each project must be reviewed separately and appropriate entries must be completed.
- 8. Ensure accurate accounting for leases, must be recorded before or during the year-end closing process.
- 9. Ensure that all inter-program and inter-fund transactions are reconciled. Any transfers of expenditures between programs or funds must be reconciled.
- 10. Review unique closing procedures for other funds and account groups. Unique items must be considered at year-end regarding funds other than the general fund.
- 11. Properly identify the components of the ending fund balance. Year-end entries are necessary to classify the components of the ending fund balance correctly. Amounts may be reserved, legally restricted, designated or undesignated.
- 12. Are the books ready for the annual audit? The goal of year-end closing is to ensure that the Organization financial statements are accurate and ready for audit.
- 13. Complete the year-end closing checklist.

YEAR-END CLOSING CHECKLIST

_		
	Month: April	1 – May 31
		Review/Update Audit Contract Complete Audit Engagement and Schedule Preliminary Field work by June Verify Budgets to Actuals for any year-end budget adjustments resolutions or supplemental
	Month: June	1-30
		Organize Audit Work Paper File Complete Budget Adoption for Next Year; Submit Current Year Adjustments and Next Year Budget Documents to Auditor. On the Last Day of Month at End of Business Day – Close Subsidiary Ledgers and Open New Fiscal Year.
		Schedule Audit; Obtain Audit Documents List and Assign Staff.

Month: July 1 - 31

	Verify that all month-end reconciliation are complete Compile Grant Monitoring Documentation from Business Services Manager Submit Grant Schedule to Audit and Schedule Single Audit, if applicable Perform year-end reconciliations of all funds and complete supporting schedules for audit work paper file;
Month: Aug	ust 1 – 31
	Finalize Trial Balance and Verify Balances Tie to Supporting Reconciliation/Schedules Submit Final Trial Balance and Support to Auditor
Month: Sept	ember 1 – October 31
	Monitor Audit for Completion Respond to Audit Findings, if any. Schedule Audit Presentation for First Board Meeting in December
Month: Nove	ember 1 – December 31
	Review Draft Audit and Finalize File Audit with State Immediately Following Board Meeting Acceptance, no later than December 31 st . Submit Single Audit to Federal Audit Clearinghouse immediately following Board Meeting Acceptance at First Meeting in December, no later than December 31 st .
Implemented	d/Adopted/Revision Date:02/16/2017
Daniann	
Reviewer:	Kelly Rowley, Business Services Manager
Approval: _	Stephen Quinn, Executive Director

NCRPSTA CAPITAL IMPROVEMENT PROJECTS - PLANNING DOCUMENT

PRIORITY	PROJECT DESCRIPTION		TOTAL COST
FY 14-15	Ballistic Containment of Range 3	\$	500,000,00
FY 14-15	New Mats for the Large Mat Room	\$	35,000.00
FY 14-15	Grinder Paving/Repairs	\$	65,000,00
FY 15-16	Remodel Ladies Restroom	\$	25,000.00
FY 15-16	Remodel Men's Restroom	\$	25,000.00
FY 16-17	JPA Server upgrade - IT Upgrades	\$	45,000.00
FY 16-17	Carpet Rooms 124, 137, 149 - Room 137 complete	\$	20,000.00
FY 16-17		\$ \$	50,000.00
	Range 3 - Concrete	\$	40,000.00
	Create large classroom 138/139 - Project complete	\$	15,000.00
	Re-hab Mods A & B (to include fencing) - Project complete	\$	30,000.00
	3)		
	TOTAL	\$	155,000.00
FY 17-18	Paving	\$	50,000.00
	Common Classrooms - Painting	\$	5,000.00
	Re-model Staff Restroom/Showers	\$	60,000.00
	TOTAL	\$	115,000.00
FY 18-19	Remodel Restroom at Range	\$	25,000.00
FY 18-19	6' Fence between K-9 Area and Track	\$	20,000.00
FY 18-19	SRPSTC Spaces Carpet, Paint,etc	\$	20,000.00
	TOTAL	\$	65,000.00
	TOTAL	Ψ	00,000.00
FY 19-20	Furniture replacement	\$	25,000.00
FY 19-20	Paving at range	\$	50,000.00
	TOTAL	\$	75,000.00
	USE & MARKET IN THE STATE OF TH	2 2	7 0,000.00
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NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY - Statement of Revenues and Expenditures as of 02/28/17

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	4	As of 02/29/16	BUDGET	VARIANCE	%	Asc	As of 02/28/17	BUDGET	VAR	VARIANCE	%
Revenues							(o)			(F)	
1 CONTRIBUTIONS, GIFTS, GRANTS	(A)	507,885.03	\$ 677,180.10	\$ 169,295.07	07 75.00%	S	507,885.12	\$ 677,180.10	69	169,294.98	75.00%
2 CONTRIBUTIONS - SPD RANGE		•					•	i		•	1
3 CONTRIBUTIONS - IN-KIND LOS RIOS		1	51,000.00	00.000,tc	200.0		•	51,000.00		51,000.00	%00.0
4 WAPA - Grant Funding		00 250 44	99,850,00	. (2,650,14)			- 00.049.09	, 101 045 25		74 775 70	70 460/
5 KEINIS, LEASES		92,336.14	00,00.00	(3,000.1	14) 104.1278		00,019.37	101,045.23		07.622,12	63.10%
6 INTEREST, INVESTMENTS	_	1,831.02		(1,831.02)			3,064.25	•		(3,064.25)	
7 OTHER GOVT REVENUE		310,497.06	130,275.00	(180,222.06)	06) 238.34%		48,197,00	81,746.00		33,549.00	28.96%
8 POST CONTRACT COURSE REVENUE			732,767.38	732,767.38	38		247,147.76	723,209.50		476,061.74	34.17%
9 OTHER LOCAL REVENUE		23,906.18	14,600.00	(9,306.18)	163.74%		7,017.23	20,100.00		13,082.77	34.91%
10 Total Revenues	es	936,477.43	\$ 1,750,372.48	\$ 758,045.05	05 53.50%	s,	893,931.33	\$ 1,655,080.85	6A)	761,149.52	54.01%
10a Contributions from Reserves] s		\$ 95,000.00					\$ 89,809.40	0		
10b REVISED TOTAL	ᆛ		\$ 1,845,372.48					\$ 1,744,890.25	2		
Expenses											
11 REGULAR SALARIES	S	192,392.67	\$ 328,001.75	\$ 135,609.08	08 58.66%	69	144,789.87	\$ 319,720.00	S	174,930.13	45.29%
12 IN-KIND SALARIES	(A)	•	51,000.00					51,000.00		51,000.00	%00.0
13 WORKER'S COMPENSATION	w	6,916,73	7,750.00	833.27	27 89.25%		7,143.40	9,250.00		2,106.60	77.23%
14 ALLOCATED BENEFITS	မာ	38,077,47	52,950 00	14,872.53	53 71.91%		14,668.14	43,450.00		28,781.86	33.76%
15 INSTRUCTIONAL MEDIA/MATERIALS	S	3,289.01	6,630.00		1		8,272.03	8,500.00	0	227.97	97.32%
16 INSTRUCTIONAL - PRINTING	W	5,624,67	9,947.00	4,322.33	33 56.55%		5,716.10	8,750.00	0	3,033.90	65.33%
17 INSTRUCTIONAL - BOOKS	69	28,202.29	48,574,00				36,970.88	36,000.00	0	(970.88)	102.70%
18 NON-INSTRUCTIONAL SUPPLIES	S	20,274.04	45,065.75	24,791.71	71 44.99%		27,008.32	44,276,75		17,268.43	61.00%
19 NON-INSTRUCTIONAL PRINTING	S	790,39	7,350,00	6,559.61	61 10.75%		634.12	1,100.00	0	465.88	57.65%
20 TOOLS	69	919.17	4,500,00	3,580.83	83 20.43%		1,292.99	4,500.00		3,207.01	28.73%
21 CONTRACTS - PERSONAL SERVICES	ы	233,215.87	501,143.50	267,927.63	63 46.54%		265,269.59	491,343.50		226,073.91	53.99%
22 TRAVEL AND CONFERENCE	w	23,888.18	00'006'99	43,011.82	82 35.71%		23,857.93	67,300.00		43,442.07	35.45%
23 DUES & MEMBERSHIPS	S	1,156.00	1,500,00	344.00	00 77.07%		1,328.19	1,500.00	0	171.81	88.55%
24 INSURANCE	S	34,083.95	35,000.00	916.05	05 97.38%		33,139.54	40,000.00		6,860.46	82.85%
25 UTILITIES AND HOUSKEEPING SVCS	(A)	1,982,65	43,850,00	41,867.35	35 4.52%		2,093.16	43,000.00		40,906.84	4.87%
26 ELECTRIC	(A)	61,641.24	102,000.00	40,358.76			60,471.82	105,000.00		44,528.18	57.59%
27 GAS	S	18,661.97	34,000.00	15,338.03	03 54.89%		27,348.18	35,000.00		7,651.82	78.14%
28 SEWER	69	7,791.32	15,000.00	7,208.68	58 51.94%		8,296.33	15,000.00		6,703.67	55.31%
29 TRASH	49	2,210.14	4,800.00	2,589.86	36 46.04%		1,852.64	3,500.00		1,647.36	52.93%
30 PEST CONTROL	S	1,750.00	4,200.00	2,450.00	00 41.67%		650.00	4,000.00		3,350.00	16.25%
31 JANITORIAL SERVICES	(A)	25,511.80	40,000.00	14,488.20			28,851.00	42,000.00	`	13,149.00	68.69%
32 ALARM MONITORING	(A)	985.00	2,000.00	1,015.00	00 49.25%		1,135.00	1,500.00	c	365,00	75.67%
33 WATER	ь	16,009.09	25,000.00	8,990.91	91 64.04%		19,155.07	25,000.00		5,844.93	76.62%
34 LANDSCAPING SERVICES	G	14,720.00	23,750.00	9,030.00	00 61.98%		15,308.80	23,000.00		7,691.20	%95 99
35 REPAIRS	S	45,996.60	79,200.00	33,203.40	10 58.08%		27,235.59	80,000.00		52,764.41	34.04%
36 RENTS AND LEASES	v	14,336.41	44,301.00	29,964.59	32.36%		18,890.23	43,100.00		24,209.77	43.83%
37 AUDITS	S	18,480.00	18,500.00	20.00	%68'66 00		21,025.00	21,000.00	0	(25.00)	100.12%
38 POSTAGE	69	433.36	800.00	366.64	54 54.17%		625.18	200.00	0	(125.18)	125.04%
39 OTHER OPERATIONAL EXPENSES	69	7,724.21	21,300.00	13,575,79	79 36.26%		15,676.71	21,600.00		5,923.29	72.58%
40 LEASEHOLD IMPROVEMENTS	W	80,870.96	163,951.35				51,697.80	155,000.00		103,302.20	33.35%
41 Total Expenses	S	907 935 19	\$ 1,788,964.35	\$ 806,316.46	16 50.75%	s	870,403.61	\$ 1,744,890.25	S	874,486.64	49.88%
	ı										

FY 16-17 REVENUE DETAIL

Contributions - Member Agencies	507,885.12	507,885.12
Interest on Investments	3,064.25	3,064.25
Classrooms, Mat Rooms, Obstacle Course	21,023.44	ş
Tactical Village	19,756.25	
Ridewell - B683	6 765 25	
Range 1	13,000.00	
Range 2	1,731.25	
Range 3	11,643.78	
Shoothouse	6,700.00	80,619.97
Member Agency - Reimbursements	00'299	
Basic SWAT Course	27,550.00	
SWAT Team Leader Course	00'000'6	
SWAT Update	i.	
SWAT INSTRUCTOR	1,600.00	
CNT Course	ř	
Simunitions Course T4T, Arden Fair	2,380.00	
Tactical Village - TSO - ShootHouse RSO	7,000.00	48,197.00
ICI NON-POST Reimbursable	12,621.00	
ICI/LEOKA POST Reimbursable	132,213.03	
ICI CHP Reimbursable	98 806 69	
ICI - Indirect Fees	32,404.87	247,147,76
Canteen, CC Processing Fee	446.79	
Liberty/Miwall - Brass Recycling	5,782.50	
Ridewell - B683 - reimbursements	787,94	7,017.23
	\$ 893,931.33 \$	893,931.33

	MEMBER AGENCY CONTRIBUTI	MEMBER AGENCY REIMBURSEMEN	FACILITY USE FEES	MISC - NON GOV'T REVENUE	ICI - INDIRECT FEES	Total
Revenues						
CONTRIBUTIONS, GIFTS, GRANTS	\$507,885.12					\$507,885.12
RENTS, LEASES			\$80,619,97			80,619,97
INTEREST, INVESTMENTS				\$3,064.25		3,064.25
OTHER GOV'T REVENUE		\$667.00		7,000.00	\$32,404.87	40,071.87
OTHER LOCAL REVENUE	817.94			6,199.29		7,017.23
Total Revenues	\$508,703.06	\$667.00	\$80,619.97	\$16,263.54	\$32,404.87	\$638,658.44
Expenses						
REGULAR SALARIES	\$122,512,69					\$122,512.69
WORKER'S COMPENSATION	6,874.85					6,874.85
ALLOCATED BENEFITS	12,237.18					12,237.18
NON-INSTRUCTIONAL SUPPLIES	23,317.90					23,317.90
NON-INSTRUCTIONAL PRINTING	634.12					634,12
TOOLS	1,292,99					1,292.99
CONTRACTS - PERSONAL SERVICES	24,853 59					24,853.59
TRAVEL AND CONFERENCE	170.89					170,89
DUES AND MEMBERSHIPS	1,328.19					1,328.19
INSURANCE	33,139.54					33,139.54
UTILITIES AND HOUSKEEPING SVCS	2,093,16					2,093.16
ELECTRIC	60,471.82					60,471.82
GAS	27,348.18					27,348.18
SEWER	8,296.33					8,296.33
TRASH PEST CONTROL	1,852.64 650.00					1,852.64
JANITORIAL SERVICES	28.851.00					650.00 28,851.00
ALARM MONITORING	1,135.00					1,135.00
WATER	19,155.07					19,155.07
LANDSCAPING SVCS	15,308.80					15,308.80
REPAIRS	27,235.59					27,235.59
RENTS AND LEASES	1,095.50					1,095.50
AUDIT SERVICES	21,025.00					21,025.00
POSTAGE	343.18					343.18
OTHER OPERATIONAL EXPENSES	15,009.71	\$667.00				15,676.71
BLDG LEASEHOLD IMPROVEMENTS	51,697.80					51,697.80
Total Expenses	\$507,930.72	\$667.00	\$0.00	\$0.00	\$0.00	\$508,597.72
Change in Net Assets	\$772.34	SO 00	\$80,619.97	\$16,263,54	\$32,404.87	\$130,060.72
Net Assets At Beginning Of Year	\$0.00	\$0.00	\$0,00	\$0.00	\$0,00	\$0.00
Net Assets At End Of Year	\$772.34	\$0.00	\$80,619.97	\$16,263.54	\$32,404.87	\$130,060,72

No Calif Regional Public Safety Training Statement of Activities (YTD) (Columnar, Landscape)

	BASIC SWAT 10/3-	SWAT TEAM LEADER 2/6- 10/2017	BASIC SWAT 3/6- 17/2017	SWAT INSTRUCTOR 5/9-13/2017	SWAT UPDT/HR/CQB 6/3-15/2017
Revenues					
OTHER GOV'T REVENUE	\$11,875.00	\$9,000.00	\$15,675.00	\$1,600,00	
Total Revenues	\$11,875.00	\$9,000.00	\$15,675.00	\$1,600.00	\$0,00
Expenses					
INSTRUCTIONAL - PRINTING	\$974.33	\$929.11			
CONTRACTS - PERSONAL SERVICES	8,756,00	4,560.00			
Total Expenses	\$9,730.33	\$5,489.11	\$0.00	\$0,00	\$0,00
Change In Net Assets	\$2,144.67	\$3,510.89	\$15,675.00	\$1,600.00	\$0,00
Net Assets At Beginning Of Year	\$0,00	\$0,00	\$0.00	\$0.00	\$0,00
Net Assets At End Of Year	\$2,144.67	\$3,510,89	\$15,675.00	\$1,600.00	\$0.00
% of REVENUE	18%	39%			

No Calif Regional Public Safety Training

Statement of Activities (YTD) (Columnar, Landscape)

	POST LEOKA CONTRACT	POST CRITICAL INCIDENTS	Refugee Intergration - Community Policing
Revenues			· onemig
OTHER GOV'T REVENUE	\$16,750.00		
Total Revenues	\$16,750.00	\$0.00	\$0.00
<u>Expenses</u>			
CONTRACTS - PERSONAL SERVICES	\$16,750.00		\$2,880.00
Total Expenses	\$16,750.00	\$0,00	\$2,880.00
Change In Net Assets	\$0.00	\$0.00	(\$2,880.00)
Net Assets At Beginning Of Year	\$0.00	\$0,00	\$0.00
Net Assets At End Of Year	\$0.00	\$0.00	(\$2,880.00)
INDIRECT FEES	\$ 1,340.00		

	ICI - TO BE ALLOCATED	ICI CORE COURSE 10/19- 30/2016	ICI CA 11/14- 18/2016	ICI OIS 11/14- 18/2016	ICI HOM 12/5- 16/2016	ICI SA 1/9- 13/2017
Revenues						
OTHER GOV'T REVENUE		\$39,173.77	\$11,268.62	\$21,504.80	\$36,089.87	\$20,046.97
Total Revenues	\$0.00	\$39,173.77	\$11,268.62	\$21,504.80	\$36,089,87	\$20,046,97
Expenses						
REGULAR SALARIES	(\$289.78)	\$2,422.02	\$1,313.16	\$1,802,84	\$2,422.02	\$1,802.84
WORKER'S COMPENSATION		30.91	10.81	20 49	30,91	20,49
ALLOCATED BENEFITS	704.60	185 28	100.46	137.92	185,28	137,92
INSTRUCTIONAL - MEDIA/MATERIAL		523,93	124.34	111.60	460.23	155.92
INSTRUCTIONAL - PRINTING		533.10	392.90	15.24	455.50	40.26
INSTRUCTIONAL - BOOKS	(39.24)	1,109.27	269,65	340.00	1,073.34	2,740,53
NON-INSTRUCTIONAL SUPPLIES	2,802.61	23,39	52.86	41.89	46.20	53.57
CONTRACTS - PERSONAL SERVICES		28,320,00	5,907.50	16,740.00	25,695.00	9,150.00
TRAVEL AND CONFERENCE		1,973.92	2,151.12	2,289.65	3,023.12	1,769.61
RENTS AND LEASES		4,035.50	940.65		2,679.94	2,265.49
POSTAGE	57.81	16,45	5.17	5_17	18,33	10.34
Total Expenses	\$3,236.00	\$39,173,77	\$11,268.62	\$21,504.80	\$36,089,87	\$18,146,97
Change In Net Assets	(\$3,236.00)	\$0.00	\$0.00	\$0.00	\$0,00	\$1,900.00
Net Assets At Beginning Of Year	\$0.00	\$0.00	\$0,00	\$0,00	\$0,00	\$0.00
Net Assets At End Of Year	(\$3,236,00)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900.00
INDIRECT FEES		\$ 6,586.43	\$ 1,896.61	\$ 4,198.18	\$ 6,271.27	\$ 2,576.17

	ICI HOM 1/16- 27/2017	ICI OIS 1/23- 27/2017	ICI CA 2/6- 10/2017	ICI SA 2/27- 3/3/2017	ICI HOMICIDE 3/13-24/2017	ICI OIS 4/10- 14/2017
Revenues						
Total Revenues	\$0.00	\$0.00	\$0,00	\$0.00	\$0,00	\$0.00
Expenses						
REGULAR SALARIES	\$2,422.02	\$1,802.84	\$1,313.16			
WORKER'S COMPENSATION	30.91	20.49	10,81			
ALLOCATED BENEFITS	185.28	137.92	100,46			
INSTRUCTIONAL - MEDIA/MATERIAL	477,35	213.56	155.92	\$155.92	\$127.33	\$213.54
INSTRUCTIONAL - PRINTING	461.03		392.90			
INSTRUCTIONAL - BOOKS	1,655.23	340.00	269.65	2,740.52	1,428.30	340.00
NON-INSTRUCTIONAL SUPPLIES	54.83	47.83	63,93	53,57	30.75	47.86
CONTRACTS - PERSONAL SERVICES	23,595.00	15,750.00	5,477.50			
TRAVEL AND CONFERENCE	2,116.12	3,224.86	1,927.96			
RENTS AND LEASES	2,693.54		938.45			
POSTAGE	16,45	5.64	14.10	11.75	11,75	11.75
Total Expenses	\$33,707.76	\$21,543.14	\$10,664.84	\$2,961.76	\$1,598.13	\$613.15
Change In Net Assets	(\$33,707.76)	(\$21,543,14)	(\$10,664.84)	(\$2,961.76)	(\$1,598.13)	(\$613.15)
Net Assets At Beginning Of Year	\$0,00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets At End Of Year	(\$33,707.76)	(\$21,543.14)	(\$10,664.84)	(\$2,961.76)	(\$1,598.13)	(\$613.15)

No Calif Regional Public Safety Training Statement of Activities (YTD) (Columnar, Landscape)

	ICI CORE 4/17-28/2017	ICI SA 5/8-12/2017	ICI CORE 5/15- 26/2017	ICI CORE 6/5- 16/2017
Revenues				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0,00
Expenses				
INSTRUCTIONAL - MEDIA/MATERIAL	\$739.64	\$143.17	\$739.65	\$739.65
INSTRUCTIONAL - BOOKS	3,076.94	2,740.53	3,076,95	3,076.95
NON-INSTRUCTIONAL SUPPLIES	32.75	52.23	32.74	32.73
POSTAGE	11.75			
Total Expenses	\$3,861.08	\$2,935.93	\$3,849.34	\$3,849.33
Change In Net Assets	(\$3,861.08)	(\$2,935.93)	(\$3,849.34)	(\$3,849.33)
Net Assets At Beginning Of Year	\$0.00	\$0.00	\$0.00	\$0.00
Net Assets At End Of Year	(\$3,861.08)	(\$2,935.93)	(\$3,849.34)	(\$3,849.33)

	CHP ICI CORE 9/5- 16/2016	CHP HOMICIDE 10/3-14/2016	CHP ICI CORE 1/30-2/10/2017	CHP ICI CORE 4/3-14/2017	CHP ICI SA 5/1-5/2017	CHP ICI HOMICIDE 6/19-30/2017
Revenues						
OTHER GOV'T REVENUE	\$36,326,67	\$33,582.19				
Total Revenues	\$36,326.67	\$33,582,19	\$0.00	\$0,00	\$0,00	\$0,00
Expenses						
REGULAR SALARIES	\$2,422.02	\$2,422,02	\$2,422.02			
WORKER'S COMPENSATION	30,91	30.91	30.91			
ALLOCATED BENEFITS	185.28	185.28	185.28			
INSTRUCTIONAL - MEDIA/MATERIAL	507.31	460,23	739,63	\$739,63	\$155.93	\$587,55
INSTRUCTIONAL - PRINTING	492.51	387.84	641,38			
INSTRUCTIONAL - BOOKS	1,109.27	1,073,34	3,076,96	3,076.94	2,740.52	1,655.23
NON-INSTRUCTIONAL SUPPLIES	23.39	23.39	32.74	32,76	53,56	54.84
CONTRACTS - PERSONAL SERVICES	28,590.00	25,665.00	21,620.00			
TRAVEL AND CONFERENCE	1,535,81	2,507.54	1,167.33			
RENTS AND LEASES	1,413.72	807.84	2,019.60			
POSTAGE	16.45	18,80	26.79		11,75	11.75
Total Expenses	\$36,326.67	\$33,582.19	\$31,962.64	\$3,849,33	\$2,961.76	\$2,309.37
Change In Net Assets	\$0.00	\$0.00	(\$31,962.64)	(\$3,849.33)	(\$2,961.76)	(\$2,309.37)
Net Assets At Beginning Of Year	\$0.00	\$0,00	\$0,00	\$0.00	\$0,00	\$0.00
Net Assets At End Of Year	\$0.00	\$0.00	(\$31,962.64)	(\$3,849.33)	(\$2,961.76)	(\$2,309.37)
INDIRECT FEES	\$ 4,914.60	\$ 4,621.61				

Statement of Cash Flows Worksheet

For the period ended 2/28/2017

Cash Flows from Operating Activities Change in net assets S23,527.72 Adjustments IT convert net assets to cash basins Decrease in Accounts Receivables Decrease in Accounts Receivable-Prior Year \$510.79 Decrease in Accounts Receivable-Prior Year \$61.56.61 Decrease in Accounts Receivable-Prior Year \$117,150.00 Decrease in Accounts Receivable-Prior Year \$35.969.88 Decrease in Accounts Receivable-Prior Year \$35.969.88 Decrease in Prepaid Expenses \$50.00 Decrease in Prepaid Expenses \$50.00 Increase in Prepaid Expenses \$50.00 Increase in Prepaid Expenses \$50.00 Decrease in Accounts Payable Module-Vendor \$225.44.99 Decrease in Accounts Payable-Prior Year \$35.66.70 Decrease in Accounts Payable-Prior Year \$35.60 Decrease in Accounts Payable-Prior Year \$35.00 Decrease in Accounts Payable-Prior Y		Year to Date
Change in nat assets \$23,527.72 Adjustments (To convert net assets to cash basis) Decrease in Accounts Receivable-Prior Year \$510.79 Decrease in Accounts Receivable-Prior Year \$6,156.61 Decrease in Accounts Receivable-Prior Year \$17,750.00 Decrease in Accounts Receivable-Prior Year \$35,598.88 Decrease in Accounts Receivable-Prior Year \$35,598.88 Decrease in Prepaid Expenses \$50,000 Decrease in Prepaid Expenses \$50,000 Decrease in Prepaid Expenses \$50,000 Increase in Prepaid Expenses \$50,000 Increase in Accounts Payable Module-Vendor \$25,544.99 Decrease in Accounts Payable-Prior Year \$33,6667.02 Decrease in Accounts Payable-Prior Year \$33,6667.02 Decrease in Accounts Payable-Prior Year \$38,656.40 Decrease in Accounts Payable-Prior Year \$32,573.64 Decrease in Accounts Payable-Prior Year \$32,536.83 Decrease in Accounts Payable-Prior Year \$32,336.85 Decrease in Accounts Payable-Prior Year \$32,336.85 Decrease in Accounts Payable-Prior Year<	Cash Flows from Operating Activities	
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To convert net assets to cash basis		
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Net Cash Used by Investing Activities \$0.00 Net Increase (Decrease) in Cash Cash and Cash Equivalents at Beginning of Period \$1,429,679.20		
Net Increase (Decrease) in Cash Cash and Cash Equivalents at Beginning of Period \$1,429,679.20		
Cash and Cash Equivalents at Beginning of Period \$1,429,679.20	Net Cash Used by Investing Activities	\$0.00
Cash and Cash Equivalents at Beginning of Period \$1,429,679.20	Net Increase (Decrease) in Cash	\$323.138.65
		G ≋
Cash and Cash Equivalents at End of Period \$1,752,817.85		- ///
	Cash and Cash Equivalents at End of Period	\$1,752,817.85

No Calif Regional Public Safety Training

Customer Ledger Aging By Due Date (Summary)

Report Date: 2/28/17

ı	Balance	.00 \$1,034,38	.00 \$875.00	00 \$787.50	00 \$1,400.00	.00 \$1,000.00	.50 \$4,131.25	00 \$375.00	00 \$575.00	00 8950.00	00 8200.00	00 \$468.75	00 \$450.00	00 8200.00	00 \$646.88	50 \$11.50	69 P \$169,295.05	00 \$4,050.00	60 \$121,436.09	00 8750.00	00 \$1,050.00	00 \$250.00		\$310,536.40	JD \$212,152.86	17 \$98,383.54	700 000
Days Past Due	121 + Prior - 10/30	80.00	\$0.00	\$0.00	20.00	\$0.00	\$2,212.50	\$0.00	\$0.00	\$0.00	\$0.00	20.00	\$0.00	\$0.00	\$0.00	\$11,50	\$56,431,69 P	\$0.00	\$7,556.60	\$0.00	\$0.00	20.00	000000000000000000000000000000000000000	.212,00¢	PAID	OUTSTANDING AS OF 3/13/17	21 220%
	91 - 120 10/31 - 11/29	80.00	20.00	20.00	\$0.00	\$0.00	20.00	20.00	\$0.00	80.00	\$0.00	20.00	20.00	\$0.00	\$0.00	\$0.00	\$56,431,68 P	\$0.00	20.00	80.00	\$0.00	20.00	PEG 424 GO	00.15#,00#		OUTSTANDI	18 17%
	61 - 90 11/30 - 12/29	80.00	20.00	20.00	\$1,400,00	20.00	\$1,006.25	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	20.00	\$0.00	20.00	\$0.00	20.00	\$4,050.00 PP	20.00	\$750.00 P	\$0.00	80.00	26 32 459	CZ:0C4'16		2 40%	
	31 - 60 12/30 - 01/28	8390.63	80.00	\$0.00	\$0.00	\$0.00	\$462.50	\$0.00	\$575.00	\$0.00	20.00	\$468.75	\$0.00	20.00	\$646.88	\$0.00	\$0.00	\$0.00	20.00	80.00	\$612.50	\$0.00	20 456 36	27.001.00			1.02%
	1 - 30 01/29 - 02/27	80.00	20.00	20 00	80.00	20,00	20.00	\$0.00	\$0.00	20.00	20.00	20.00	\$0.00	00 0\$	20.00	80.00	\$56,431.68	80.00	\$0.00	\$0.00	\$0.00	20.00	CEC 434 &8	420,121,00			18.17%
	Current 02/28 - After	\$643.75	\$875.00	\$787.50	\$0.00	\$1,000,00	\$450,00	\$375.00	\$0.00	\$950,00 P	\$250.00	20.00	\$450.00 P	\$500,00	\$0.00	80.00	20.00	\$0.00	\$113,879.49 PP	20.00	\$437.50	\$250.00	6420 848 24	14.010,041¢			38.92%
	Name	Dept. of Alcohol	AMTRAK POLICE	CDCR-OCS	CDCR + DAPO	Dept. of Consumer Affairs	CA Dept Fish & Wildlife	Department of Motor Vehicles	Department of Justice	DEPT. OF SOCIAL SERVICES	Fulton El Camino Recreations	Fairfield Police Department	Galt Police Department	Homeland Security Invest.	Internal Revenue Service	Internal Revenue Service	LRCCD	Mendocino County Sheriff	COMMISSION ON P.O.S.T.	City of Sacramento-UASI	Solano County Sheriff Office	Twin Rivers Police Department	TOTALS				PERCENTAGES
	Cust ID	ABC001	AMT001	CDCR01	CDCR04	DCA001	DFG001	DMC001	DOJ002	DSS001	FEC001	FPD002	GPD001	HS1001	IRS001	IRS002	LRC001	MCS001	POST01	SAC003	SCS001	TRPD01					