

North Santa Clara Resource Conservation District

An independent special district of the State of California

To: NSCRCD Board of Directors
From: Stephanie Moreno, Executive Director/District Clerk
Subject: Staff Report for Consent Agenda Item 4.2: *Accept and verify annual statement of District financial condition for FY24-25.*
Meeting Date: July 9, 2025

Proposed Action:

Accept and verify annual statement of District financial condition for FY24-25.

Discussion:

Division 9 of the Public Resources Code requires the Directors at their regular monthly meeting in July to file with the District's Board Secretary (a role officially filled by the Executive Director/District Clerk) a statement of the financial condition of the District showing the receipts and disbursements of the previous fiscal year, together with the source of the receipts and the purposes of the disbursements. Unfortunately, due to the County's year-end process, we typically do not receive notification of our final property tax report until mid-July. Additionally, we also are still receiving vendor invoices for services rendered through June 30, 2025. This means that any prepared statement will not be able to portray all receipts and disbursements as of June 30, 2025.

As an alternative, I have prepared a *Statement of Activity Summary for FY24-25*, as well as a *Balance Sheet as of June 30, 2025*. I believe these two documents combined reflect a fairly accurate portrayal of the financial health of the District and will give the Directors assurance that the District is in good financial health, which is the intent of the requirement. The final documents will be presented to the Board during its annual budget hearing, scheduled for the September 2025 Board meeting.

Attachments: *Statement of Activity Summary for FY24-25*
Balance Sheet as of June 30, 2025

Balance Sheet

North Santa Clara Resource Conservation District

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking	67,867.31
County Fund	0
100000 Cash - Commingled	3,600.00
110000 Cash - Clearing	\$970,797.54
111100 Minimum General Fund Reserve	189,790.50
111300 Designated Funds	0
111301 Silver Creek Linear Creek Park Wetlands Study	26,688.62
111302 Excess ERAF Contingency Reserve	3,960.00
Total for 111300 Designated Funds	\$30,648.62
Total for 110000 Cash - Clearing	\$1,191,236.66
110001 Cash-BofAmerica Commingled	
110002 Cash-Wells Fargo Commingled	-700,000.00
110005 Cash-Audit Adjustments	
111200 Cash - Imprest	125.00
Total for County Fund	\$494,961.66
Total for Bank Accounts	\$562,828.97
Accounts Receivable	
112500 Accounts Receivable	71,608.80
112510 Receivable - Grants & Contributions	
Total for Accounts Receivable	\$71,608.80
Other Current Assets	0
Total for Current Assets	\$634,437.77
Fixed Assets	
Other Assets	0
Total for Assets	\$634,437.77
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	\$19,680.47
Credit Cards	
Other Current Liabilities	
2100 Payroll Liabilities	-\$129.31
2110 Direct Deposit Liabilities	
Direct Deposit Payable	
Total for Other Current Liabilities	-\$129.31
Total for Current Liabilities	\$19,551.16
Long-term Liabilities	
281000 Compensated Absences payable	21,288.46
Total for Long-term Liabilities	\$21,288.46
Total for Liabilities	\$40,839.62

Balance Sheet

North Santa Clara Resource Conservation District

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Equity	
340000 Retained Earnings	600,026.28
Net Income	-6,428.13
3000 Opening Bal Equity	
Total for Equity	\$593,598.15
Total for Liabilities and Equity	\$634,437.77

Guadalupe-Coyote Resource Conservation District

Statement of Activity Summary

July 2024 - June 2025

	TOTAL
Income	
Revenue	0.00
400100 Property Taxes	0.00
400110 Property Taxes-Current Secured	294,279.30
400120 Property Taxes - Unitary	2,849.95
400121 Prop Tax-Unitary Railroad	32.17
400170 Property Taxes-Supplemental	549.03
400210 Prop Taxes - Current Unsecured	17,118.69
400610 Property Taxes - SB813	6,683.92
401500 Property Tax - RPTTF Residual	9,833.63
430110 Interest-Deposits & Investmt	12,382.67
441910 Homeowner Property Tax Relief	831.58
460011 Redevelopment Agency	7,232.89
498022 Trust Fund-Property Tax-ERAF	18,612.09
Total 400100 Property Taxes	370,405.92
481400 Grants and Agreements	0.00
481401 USDA-NRCS	31,585.95
481404 CDFW Grant Award	339,774.32
Total 481400 Grants and Agreements	371,360.27
Total Revenue	741,766.19
Sales	219,788.94
Total Income	\$961,555.13
GROSS PROFIT	\$961,555.13
Expenses	
526100 SERVICES & SUPPLIES (FIXED)	0.00
525100 Workshops,Conference & Seminars	594.16
Total 526100 SERVICES & SUPPLIES (FIXED)	594.16
PROGRAM & PROJECTS (Variable)	0.00
525090 Miscellaneous Outreach & Education	0.00
525094 Sponsorships	3,500.00
Total 525090 Miscellaneous Outreach & Education	3,500.00
525550 Miscellaneous Contract Services	6,460.50
525551 Other Outside Contractors	21,362.50
Total 525550 Miscellaneous Contract Services	27,823.00
528220 Grants and Partnerships	0.00
525098 Silver Creek Linear Park	4,937.72
528254 Zen Project	6,376.92
528255 Community Composting Network	44.31
528259 CARCD-WCB Los Gatos Creek Watershed Restoration Project	212,588.94
528260 NRCS Farm and Ranch Resilience Project	2,623.03
528263 Resilient and Equitable Urban Stream Corridors	3,729.32
528264 Hazardous Fuel Reduction Program (CAL FIRE)	250,480.22
Total 528220 Grants and Partnerships	480,780.46

Guadalupe-Coyote Resource Conservation District

Statement of Activity Summary

July 2024 - June 2025

	TOTAL
528239 Other GCRCD-funded Projects	0.00
528231 Community Grants	5,000.00
528252 Watershed Education and Technical Assistance Program	7,496.97
Total 528239 Other GCRCD-funded Projects	12,496.97
Total PROGRAM & PROJECTS (Variable)	524,600.43
SALARY & BENEFITS	0.00
221000 Employee Reimbursement	560.00
510801 Salaries	271,443.12
510835 Employee Benefits-Insurance	14,898.30
510836 Retirement Benefits	18,996.00
511302 Federal Payroll Taxes (941/940)	21,085.36
511304 State Unemployment	1,302.00
511305 Workman's Comp	1,303.03
Total SALARY & BENEFITS	329,587.81
SERVICES & SUPPLIES (FIXED)	0.00
520530 Communications/Phone/Web	4,388.52
521020 Meetings & Refreshments	480.00
521021 District Meetings	509.94
522010 Insurance	5,037.89
524510 Membership Dues	9,488.00
524610 Bank Service/Direct Deposit Fee	0.00
525010 Office Supplies	509.93
525101 Board & Staff Registration	2,614.72
525103 NSCRCD Workshops & Trainings	250.00
525586 General Counsel- Legal	56,743.98
526100 Accounting/Bookkeeping	9,405.94
526110 Audit	918.75
527010 Lease Bldg & Improvements	19,150.00
528140 Prop. Tax Admin Fee	2,818.28
528520 Transportation and Travel	258.12
529510 Contributions to other Agencies	271.24
556100 Equipment & Furniture	355.55
Total SERVICES & SUPPLIES (FIXED)	113,200.86
Total Expenses	\$967,983.26
NET OPERATING INCOME	\$ -6,428.13
NET INCOME	\$ -6,428.13